ESL English for Speakers of Other Languages

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English for Everyday Activities

A Picture Process Dictionary

朗文图解日常生活英语

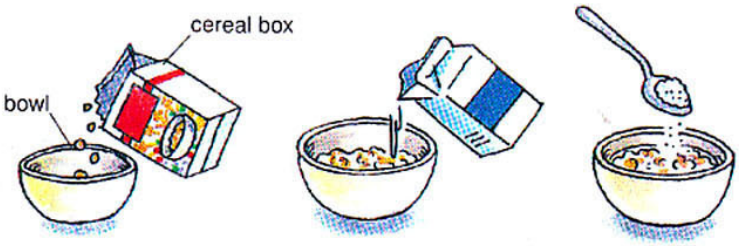
Returning Home to an Apartment

Dan got back to his building.

He walked down the hall to his apartment.

He opened his door and went inside.

Preparing Cold Cereal



Pam pours some cereal from the box into her bowl.

She pours in some milk . . .

. . . and sprinkles some sugar on her cereal.

Making a Phone Call

Jenny looked up Kate's phone number in the phone book.

Then she dialed the number.

When Kate answered . . .

. . . Jenny said hello and identified herself.

New Readers Press

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1 First Thing in the Morning

Key Vocabulary

VERBS

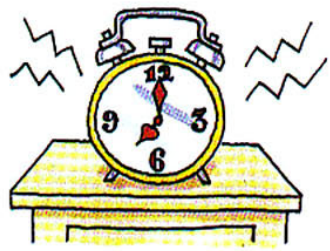
brush
dry off
eat
flush
get dressed
get out of
go into
leave
make
ring
shave
take (a shower)
use
wake up
wash

NOUNS

alarm clock
apartment
bathroom
bed
breakfast
hair
hand
razor
shaving cream
shower
toilet
toilet bowl
tooth [teeth]
towel

For Special Attention

- **wake up** = stop sleeping
- **wake up + get out of bed** = "get up," as in "What time did you get up?" "At 7:00."
- **take a shower** = wash yourself in a shower. You can also **take a bath.**
- Other polite ways to say **use the toilet** are "go to the bathroom" and "use the bathroom."
- When you **flush a toilet**, water cleans the toilet bowl.



Dan's alarm clock rings...

...and he wakes up.

He gets out of bed.

He goes into the bathroom.

After using the toilet and flushing it...

...he washes his hands.

SIMPLE PRESENT VERBS

"Starting the Day" uses mostly simple present verbs. They can show what someone **usually** or **often** does. Some examples:

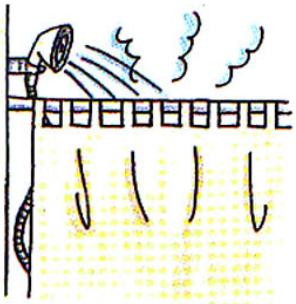
I brush my teeth every day.
On Saturdays, Dan sleeps late.
I (usually) eat cereal for breakfast.

Some **time expressions** to use with simple present verbs:

- every day (every morning, etc.)
- in the morning (in the afternoon, at night, etc.)
- once a week (once a month, etc.)
- usually
- often
- sometimes
- on Sundays (Mondays, etc.)

He brushes his teeth (see p. 8),...

...shaves...



...and takes a shower (see p. 9).

He dries himself off with a towel.

Then he brushes his hair.

He gets dressed (see pp. 10-13).

He makes breakfast (see pp. 15-17)...

...and eats it (see p. 18).

Then he leaves the apartment (see p. 19).

2 Brushing Your Teeth / Flossing

Key Vocabulary

VERBS

brush
floss
move
pull out
put back
rinse
rinse off
run water over
slip
spit
squeeze
swish

NOUNS

faucet
floss
mouth
a piece of
rack
sink
tooth [teeth]
toothbrush
toothpaste
tube
water

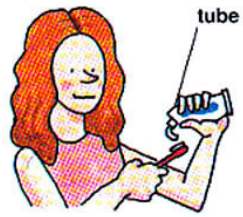
OTHERS

back and forth (adverbial)
long (adj.)
up and down (adverbial)

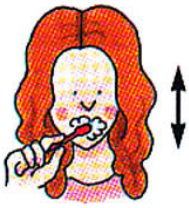
For Special Attention

- You **run water over** something by using water from a faucet or pipe and letting the water flow away after hitting the thing.
- Something goes **back and forth** by going from one side to another (← and →) many times.
- Something goes **up and down** by going in these directions (↑ and ↓) many times.
- You **slip** something somewhere by moving it gently into a small space.

Jenny runs some water over her toothbrush.



She squeezes toothpaste onto her toothbrush.



She moves her toothbrush up and down...

...and back and forth.

To rinse her mouth, she takes some water,...

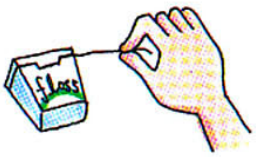
...swishes it back and forth in her mouth...

...and spits it into the sink.

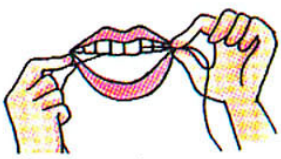
She rinses off her toothbrush.

Then she puts it back in the toothbrush rack.

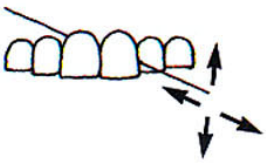
She flosses her teeth by



pulling out a long piece of floss,...



...slipping it between her teeth...



...and moving it back and forth and up and down.

3 Taking a Shower

Key Vocabulary

VERBS

dry
dry off
pull
put
rinse off
step
take (a shower)
turn
turn off
turn on
wash
wrap

NOUNS

arm
bar
bathmat
blow-dryer
body
curtain
deodorant
hair
knob
rack
(the) rest (of)
shampoo
shower
shower head
soap
towel
water

ADJECTIVE

shut

For Special Attention

- Use **dry off** only if the water stays on top of the thing that is wet. You **don't** "dry off" your hair or a towel. You "dry" them or "dry them out."
- **Pull something shut** = pull it until it is shut
- Take some students out of your classroom. The others (those still in the room) are **the rest of** the class.
- After you **turn something on**, it runs or works. After you **turn it off**, it stops.
- A **deodorant** is something that takes away bad smells.

Dan pulls the shower curtain shut.

By turning the knob, he turns the water on.

He washes his hair with shampoo...

...and the rest of his body with soap.

Then he rinses off with water.

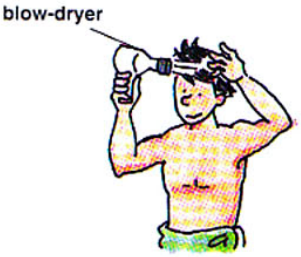
After turning the water off,...

...he steps out of the shower.

He takes a towel from the towel rack.

Then he dries himself off.

He wraps a towel around himself,...



...and he dries his hair.

He puts some deodorant under his arms.

4 Getting Dressed – A Man

Key Vocabulary

VERBS

buckle
button
choose
clasp
fasten
get dressed
lace up
pick up
pull
pull up
put on
slip
snap
step
straighten
tie
tuck
zip up

NOUNS

arm
belt
belt loop
buckle
button
button hole
clasp
clothes
collar
cuff
fastener
fly
glasses
jacket
lace
(a) pair (of)
pajamas
pant leg
pants
shirt
shoe
shorts
sleeve
snaps
sock
T-shirt
underpants
underwear
waistband
zipper

ADVERB

together

For Special Attention

- Usually **a pair of** something means 2.
  "A pair of cats" means "2 cats."
  BUT
  Some items of clothing are called **a pair** even though they seem like 1 thing : "a pair of pants."

Tom puts on...

...some underwear,

...a T-shirt,

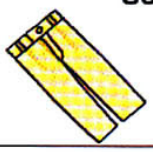
...some socks,

...some pants,

...and a shirt.

Tom **puts on** his underwear.
Tom **puts** his underwear **on.**
} These mean the same.

Tom chooses some socks and **puts <u>them</u> on.**
Tom picks up his shirt and **puts <u>it</u> on.**
} With **it** or **them,** "on" moves away from "put."

A?	Some?	A pair of?
	some pants a pair of pants	some socks a pair of socks
	some shorts a pair of shorts	some underwear some underpants a pair of underpants
	a T-shirt	some shoes a pair of shoes
	a jacket	some pajamas a pair of pajamas
	a shirt	some glasses a pair of glasses

You can say:
"a sock"
"a shoe"

BUT

when talking about clothes, do NOT say:
"a pant", "a pajama",
"an underpant", "a short",
"a glass"

Putting on a Pair of Pants

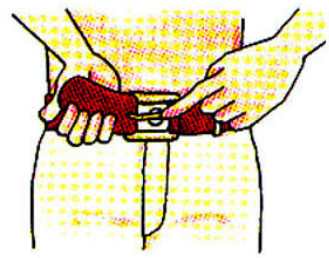
Tom steps into his pants...

...then he pulls them up.

He fastens the waistband...

...and zips up the fly.

He slips a belt through the belt loops...



...and buckles it.

Putting on a Shirt

Tom slips an arm into each sleeve.

He buttons the shirt...

...and the cuffs.

He straightens his collar.

He tucks his shirt into his pants.

Fasteners	What you do
snaps	You snap things together.
zipper	You zip something up.
button hole button	You button something.
laces	You lace something up and then you tie the laces.
clasp	You clasp things together. OR You fasten something.
buckle	You buckle something.

5 Getting Dressed – A Woman

Key Vocabulary

VERBS

come from
dress
get dressed
go barefoot
keep
put on
wear
wrap

NOUNS

blouse
boot
bra
building
cap
clothes
coat
cotton
dress
dress shoe
fabric
glove
hat
jacket
jeans
mitten
neck
nylons
(a) pair (of)
pants
panties
pantyhose
people
plant
running shoe
sandal
scarf
sheep
shirt
shorts
skirt
sleeve
sock
stockings
suit
sweater
sweatshirt
T-shirt
tie
weather
wool

OTHERS

casual (adj.)
cold (adj.)
cool (adj.)
heavy (adj.)
hot (adj.)
indoors (adv.)
light (adj.)
long (adj.)
long-sleeved (adj.)
outdoors (adv.)
short-sleeved (adj.)
thick (adj.)
thin (adj.)
warm (adj.)

Pam puts on...

...some panties,

...a bra,

...a dress,

OR

...a blouse/a shirt,

AND

...a skirt,

OR

...some pants,

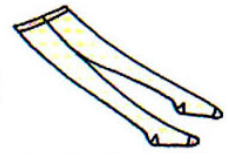
AND

...some socks,

OR

...some nylons (stockings),

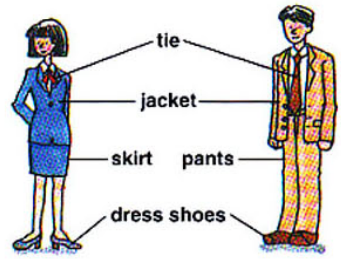
OR


...some pantyhose.

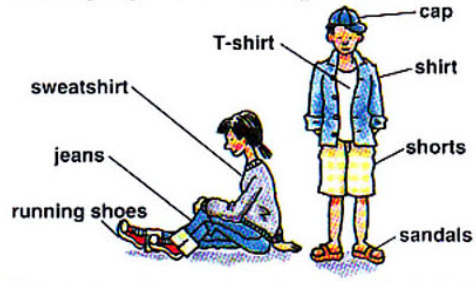
For Special Attention

- Someone who **goes barefoot** walks around with no shoes or socks on his/her feet. His/Her feet are bare.
- If something **keeps her cool,** it helps her stay cool.
- Some ways to talk about the weather:
  1. Use *it* + *BE* + an adjective:
     - It's hot.
     - It's hot outside.
  2. Use *it* + *BE* + the *-ing* form of a weather verb:
     - It's raining.
     - It's snowing.

After you **put on** your clothes, you **wear** them.



These people are wearing suits.



These people are wearing casual clothes.

Dressing for Hot Weather

If it's hot, Pam wears light clothes:

...a short-sleeved cotton shirt...

...and a pair of cotton shorts.

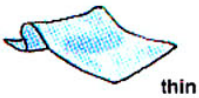
She goes barefoot indoors...

...and wears sandals outdoors.

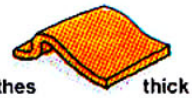
Dressing this way keeps her cool.

COTTON :

a fabric that comes from the cotton plant

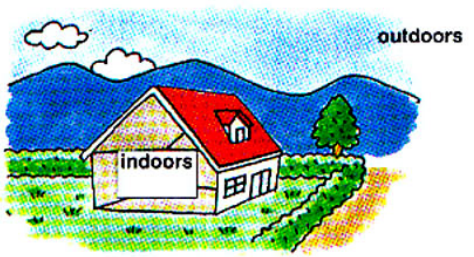


thin clothes



thick clothes

If something is **outside** a building, it is **outdoors.**



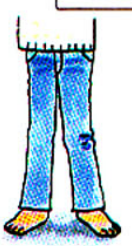
If something is **inside** a building, it is **indoors.**

Dressing for Cold Weather

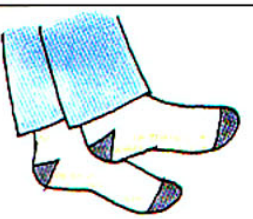
If it's cold, Pam wears heavy clothes:

...a long-sleeved shirt,

...a wool sweater,



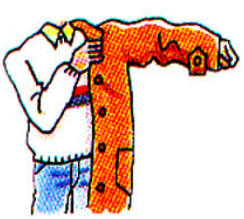
...long pants,



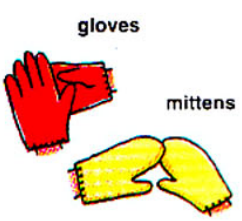
...and thick wool socks.

WOOL :

a fabric that comes from a sheep.



Before going outdoors, she puts on a heavy coat...



...and some gloves or mittens.

She wraps a scarf around her neck...

...and puts on a hat...

...and some boots.

Dressing this way keeps her warm.

6 Making a Bed

Key Vocabulary

VERBS

fluff up
have
lay
make a bed
pull
put
slip
smooth out
spread
tuck

NOUNS

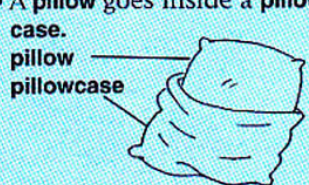
bed
bedspread
blanket
bottom
foot
head
mattress
pillow
sheet
top

ADJECTIVES

fitted
flat
tight

For Special Attention

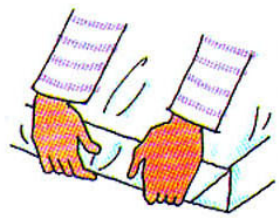
- To **pull something tight** is to pull it until it is tight.
- When you lie on a bed, you put your head near the **head of the bed** and your feet near the **foot of the bed.**
- A **pillow** goes inside a **pillowcase.**



- The corners of a **fitted sheet** are made to fit over the corners of a mattress. Fitted sheets are used only as bottom sheets, not as top sheets.
- You **smooth out** a sheet by removing wrinkles.

I put a bottom sheet on the mattress:

If I have a fitted sheet, I slip it over the mattress.



If I have a flat sheet, I tuck it under the mattress.

Then I tuck the top sheet under the mattress at the foot of the bed.

I pull the top sheet tight,

...spread a blanket over the bed,

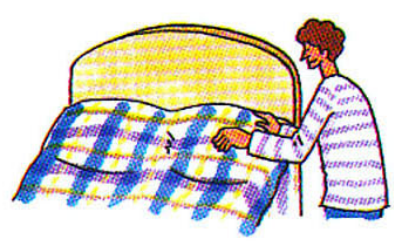
...and smooth it out.

I spread a bedspread over the bed.

I fluff up the pillows...

...and lay them at the head of the bed.

I pull the bedspread over the pillows...



...and smooth it out.

Making Breakfast 1

7 Making Coffee / Making Tea

Key Vocabulary

VERBS

add
become
boil
drip
heat up
make
pour
press
scoop
soak
stir
strain
turn on

NOUNS

coffee
coffee maker
coffeepot
filter
leaves
milk
saucer
scoop
strainer
sugar
switch
tea
teacup
teakettle
teapot
water

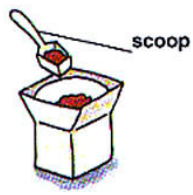
ADJECTIVES

electric
ground
hot

For Special Attention

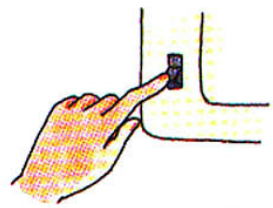
- A **filter** has very small holes in it. A liquid or gas can pass through the holes, but large pieces of a solid cannot. A **strainer** does the same thing, but its holes are larger and it probably has a handle.
- If you grind coffee beans, you get **ground coffee.**
- **scoop...coffee** = move it by using a scoop
- **heats up** = becomes hot
- When something **soaks,** it stays in water and becomes very wet.

Making Coffee (with an electric coffee maker)

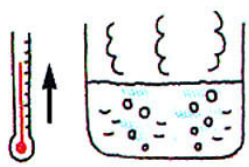


Pam scoops some ground coffee into the filter.

Then she pours some water into the coffee maker.



She turns the coffee maker on by pressing the switch.



The water heats up...

...and drips through the ground coffee...

...and into the coffeepot.

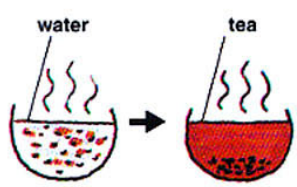
Making Tea

Dan boils water in a teakettle.

He pours the hot water into a teapot...

...and adds some tea leaves.

As the tea leaves soak in the water,...



...the water becomes tea.

Dan strains the tea.

Then he adds sugar and milk, and stirs his tea.

8 Making Breakfast 2

Preparing Cold Cereal / Making Toast

Key Vocabulary

VERBS

lower
make
peel
pop up
pour
prepare
press
put on
slice
spread
sprinkle
toast

NOUNS

banana
bowl
box
bread
butter
cereal
jam
knife
milk
piece
slice
starter
sugar
toast
toaster
wire

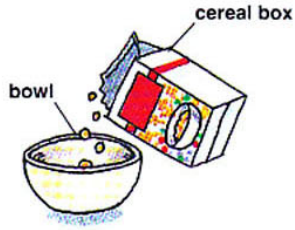
ADJECTIVES

cold
done
hot

For Special Attention

- You **sprinkle** something by making small pieces of it fall over a wide area.
- Something that **pops up** comes up very quickly.
- When you make something go down, you **lower** it; when you make something go up, you **raise** it.
- When you **peel** a fruit or vegetable, you take off its skin. Afterwards, the skin that has been taken off is called "a peel" or "peelings."
- **Slices** of bread are also called "pieces" of bread.
- To **slice** something is to cut it into thin, flat pieces.

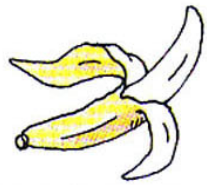
Preparing Cold Cereal



Pam pours some cereal from the box into her bowl.

She pours in some milk...

...and sprinkles some sugar on her cereal.

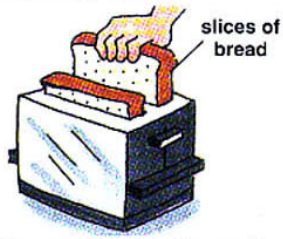


Then she peels a banana,...

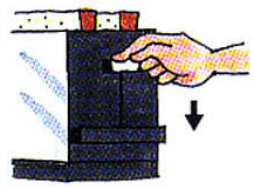
...slices it...

...and puts the slices on her cereal.

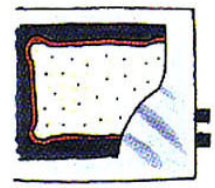
Making Toast



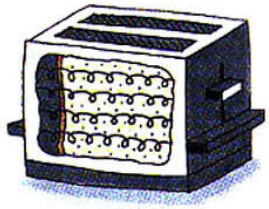
Dan puts two slices of bread into the toaster.



By pressing the starter...

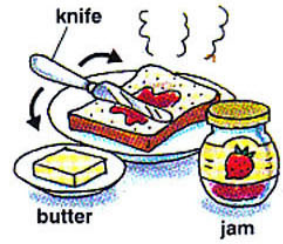


...he lowers the bread into the toaster.



Hot wires inside the toaster toast the bread.

The toast pops up when it's done.



Dan spreads some butter and jam on his toast.

9 Making Breakfast 3

Frying an Egg

Key Vocabulary

VERBS

crack
flip over
fry
light
melt
put on
take out
throw
turn on

NOUNS

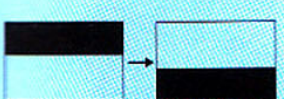
burner
butter
egg
flame
frying pan
garbage
gas
pan
plate
shell
spatula
stove
white
yolk

ADVERB

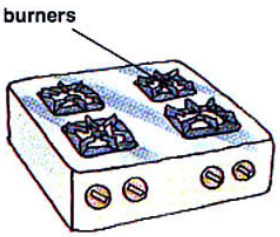
once

For Special Attention

- **The egg fries** and **Dan fries the egg** are both possible.
- Dan has a **gas** stove. Some people have electric stoves.
- When you **flip** something, you turn it upside down:



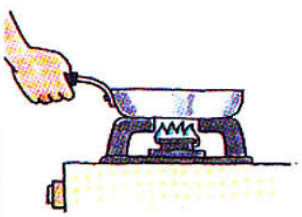
- When you throw something **into the garbage,** you throw it into a container for garbage.
- To **melt** something is to heat it until it changes from solid to liquid.



There are four burners on Dan's stove.

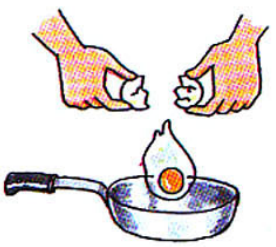
He turns on the gas...

...and one of the burners lights.



He puts a frying pan on the burner...

...and melts some butter in the pan.



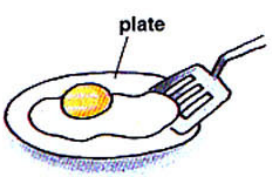
He cracks an egg into the pan...

...and throws the shell into the garbage.

The egg fries.

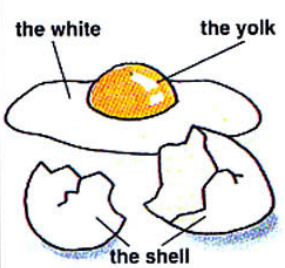
Dan flips it over once with a spatula...

...and then takes it out of the pan.



He puts the egg on a plate.

An egg:



10 Eating Breakfast

Key Vocabulary

VERBS

dip
drink
eat
have
leave
read
sit down
talk
wipe

NOUNS

bacon
bowl
breakfast
cereal
coffee
egg
fork
knife
lip
mug
napkin
paper
spoon
table
tea
toast
yolk

OTHERS

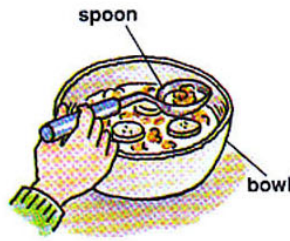
sometimes (adv.)
a little bit (adverbial)

For Special Attention

- **The paper** means **"the newspaper."**
- **A little bit** = some, but not very much.
- First you **sit down**; then you sit.
- A **mug** is a large cup with a handle.
- Pam and Dan sit **at the table.** They sit **in** or **on** chairs.
- You **dip** a solid into a liquid by putting it in for only a short time. (See p.35 for **"liquids and solids."**)

Pam and Dan sit down at the table.

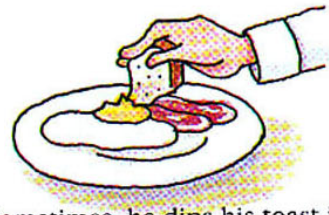
Pam drinks some coffee from her mug...



...and eats some cereal.

Dan drinks some tea...

...and has an egg with bacon and toast.



Sometimes, he dips his toast into the yolk of his egg.

As they eat, they read the paper...

...and talk a little bit.

After eating, they wipe their lips with their napkins...

...and leave the table.

11 Leaving the House

Key Vocabulary

VERBS

leave
open
pick up
put in
put on
say goodbye
shut
step
tie
zip up

NOUNS

backpack
door
house
jacket
key
pocket
shoe
wallet

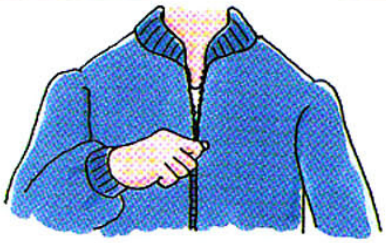
ADVERB

outside

For Special Attention

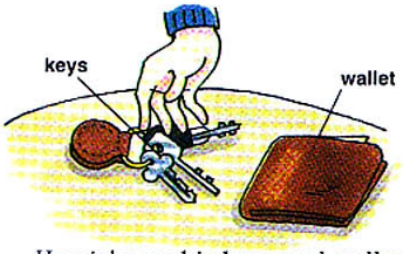
- Some ways people **say goodbye** : "See you later."
  "Bye."
  "See you."
  "Catch you later."
  "Goodbye."
- "Leave home" can mean the same as **leave the house.** (For example, "He left home at seven o'clock this morning.")
- The opposite of **zip up** is "unzip."
- **Shut** the door means "close" the door.

Tom puts on a jacket...

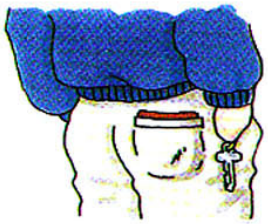


...and zips it up.

He puts on his shoes and ties them.

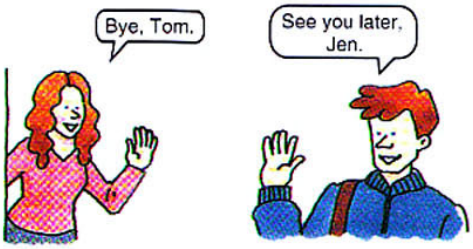


He picks up his keys and wallet...



...and puts them in his pockets.

He picks up his backpack.



Then he says goodbye to Jenny.

He opens the door...

...steps outside...

...and shuts the door.

12 Taking a Bus

Key Vocabulary

VERBS

arrive
check
drop
get [got] off
get [got] on
hold [held]
open
pay [paid]
press
put [put] into
read [read]
ride [rode]
ring [rang]
show
sit [sat] down
stand [stood]
wait
walk

NOUNS

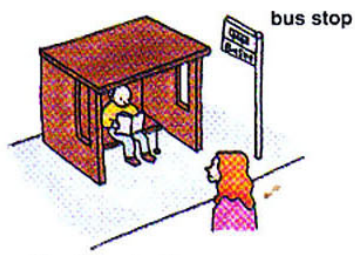
aisle
bar
bench
book
box
bus
button
card
conductor
door
driver
exit
fare
machine
money
pass
passenger
people
receipt
schedule
seat
signal
stop
strap

OTHERS

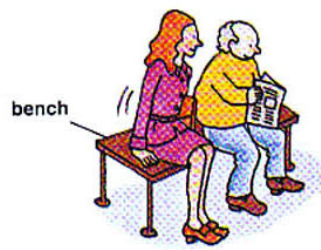
due (adj.)
empty (adj.)
full (adj.)
on time (adverbial)
other (adj.)
overhead (adj.)
soon (adv.)

Jenny checked her bus schedule.

Her bus—a Number 77—was due at eight-twenty.



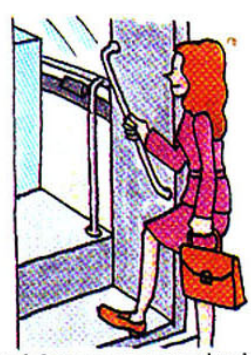
She walked to the bus stop...



...and sat on a bench to wait for the bus.

The bus arrived on time (at eight-twenty).

The driver opened the door...



...and Jenny got on the bus.

For Special Attention

- If a bus is NOT **on time**, it is late or early.
- If Jenny **checked** her schedule, she looked at it for a short time to find some specific information.
- A **bus pass:**
  - is a card or a piece of paper.
  - means you can ride the bus without paying on the bus.
  - is good for a certain time (maybe one week, maybe one month, etc.).

"Getting Around" uses mostly simple past verbs. Many of them end in **-ed**, but many others do not. Examples:

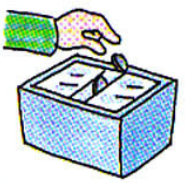
- Mike walk**ed** to the store. [a "regular" verb]
- I **took** a bus to work. [an "irregular" verb]

Irregular past forms are listed in brackets [ ] in "Key Vocabulary."

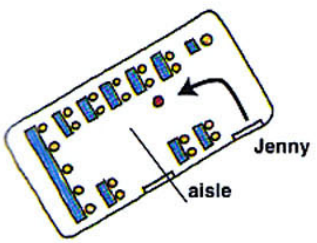
Some time expressions with past-tense verbs:

- Yesterday
- Phrases with "last"
  - last week
  - last year
  - last month
  - last Monday, etc.
- Phrases with "ago"
  - two weeks ago
  - a few minutes ago
  - five days ago
  - a year ago

She showed the driver her bus pass.



Other passengers paid their fare.



All the seats were full, so Jenny stood in the aisle.

She held on to a strap on the overhead bars.

Soon, someone got off the bus, so a seat was empty.

Jenny sat down and read a book while she rode the bus.

Paying Bus Fare

People pay bus fare in many ways:

- by dropping money into a fare box.

- by paying a conductor.

- by putting a fare card into a fare machine.

Sometimes, the driver, conductor or machine gives a **receipt.**

Near her stop, she pressed a button...

...to ring the "stop" signal.

She walked to the exit...

...and got off at her stop.

13 Driving a Car 1

Starting Out

Key Vocabulary

VERBS

adjust
back out of
buckle
look
put [put] into
sit [sat]
start
start out
turn

NOUNS

car
driver
driveway
friend
ignition
key
passenger
rear-view mirror
seat
seat belt
shoulder

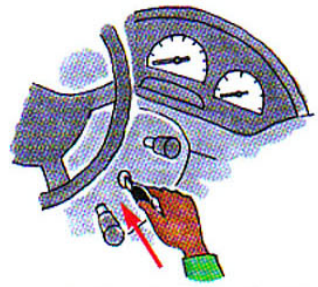
For Special Attention

- You **adjust** something by moving it or changing it until it is right.
- A **driveway** leads from the road to a building or a parking lot.
- The slot for a car's key is called the **ignition**. In other cases, "ignition" means "starting to burn," e.g., "The spark caused the ignition of the gas."

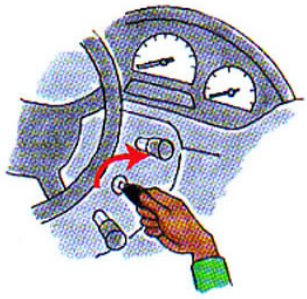
Kate sat in the driver's seat and her friends sat in the passenger seats.

Kate adjusted her seat and the rear-view mirror.

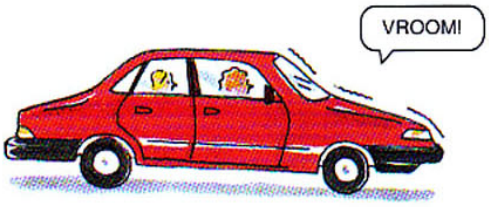
She buckled her seat belt.



Kate put the key into the ignition,...

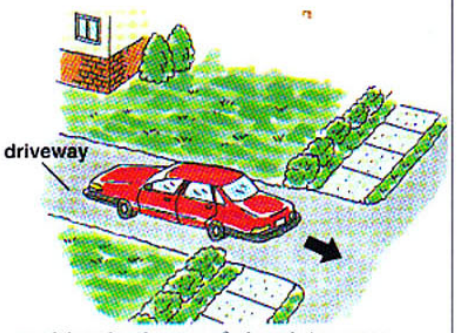


...turned the key...



...and started the car.

She looked over her shoulder...



...and backed out of the driveway.

14 Driving a Car 2

Operating a Car

Key Vocabulary

VERBS

let [let] up on
operate
press
put [put] on
rain
shift
slow down
speed up
step
stop
take [took] off
turn
turn on

NOUNS

accelerator
brake
car
clutch
foot
gear
gearshift
light
neutral
pedal
reverse
steering wheel
turn signal
windshield wiper

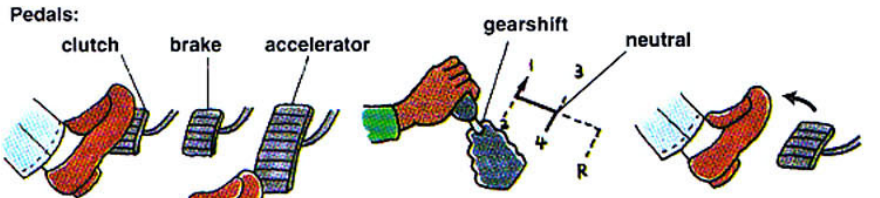
ADJECTIVES

dark
fast(er)
high(er)
low(er)

For Special Attention

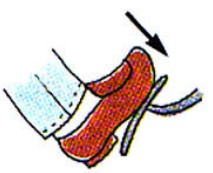
- **speed up = go faster**
- **slow down = go slower**
- Another way of saying **press the accelerator** is "step on the gas."
- **Let up on** the accelerator means "put less pressure on" it.
- **Shifting** gears is changing from one to another.
- **Gears:**
  1 = first
  2 = second
  3 = third
  4 = fourth
  R = reverse
  Between gears is neutral.

Shifting Gears

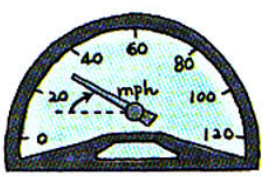


Kate stepped on the clutch pedal,... ...shifted into gear,... ...and took her foot off the clutch.

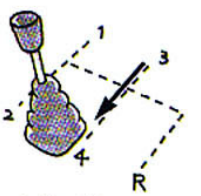
Speeding Up / Slowing Down



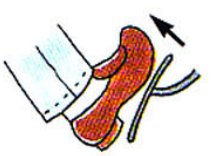
To go faster, Kate pressed the accelerator.



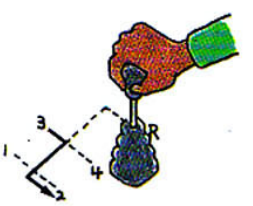
As the car speeded up,...



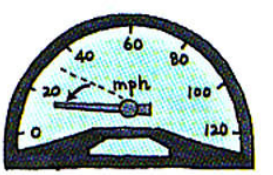
...she shifted into a higher gear.



To slow down, Kate let up on the accelerator...



...and shifted into a lower gear.

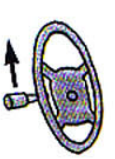


The car slowed down.

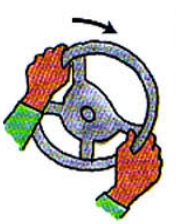
Stopping

Kate stepped on the brake.

Turning



Kate put her turn signal on...



...and turned the steering wheel.

When it got dark,

she turned on the lights.

When it rained,

she turned on the windshield wipers.

15 Driving a Car 3

Driving Along

Key Vocabulary

VERBS

change
check
drive [drove]
enter
exit
get [got] on
get [got] off
get [got] out of
give [gave]
go [went]
go [went] over
lock
park
pass
pay [paid]
pull into
pull over
pull up
pump
stop
tell [told]
turn
turn off
want
yield

NOUNS

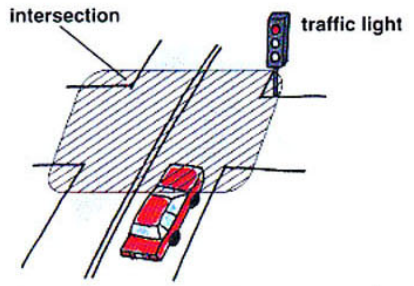
attendant
car
driver
end
freeway
friend
gas
gas station
intersection
kind
lane
light
officer
oil
police
pump
right of way
road
side
sign
speeding
speed limit
ticket
traffic light
trip

OTHERS

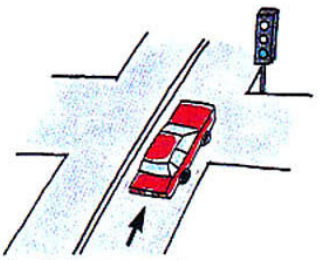
ahead (adj.)
green (adj.)
left (adv.)
once (adv.)
red (adj.)
right (adv.)
straight (adv.)

For Special Attention

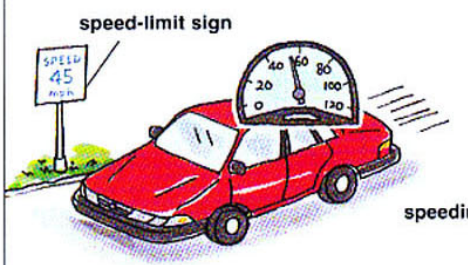
- **turn red** = become red
- When speaking of cars, buses, etc.
  pull in = drive in
  pull up = drive forward
  pull over = drive to the side of the road and stop
- To **go over** a limit is to go faster or farther than you should.



At an intersection Kate stopped for a red light.

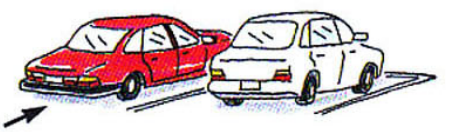


When the light turned green, she went ahead.

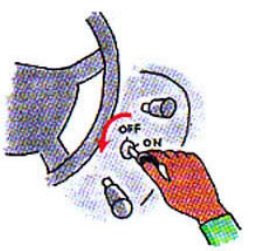


Once, she went over the speed limit.

A police officer stopped her and gave her a ticket.

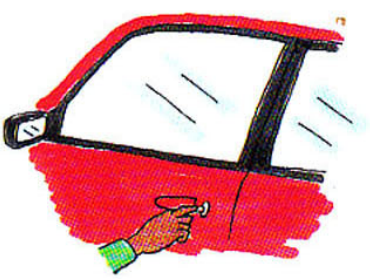


At the end of her trip, she parked...



...and turned the car off.

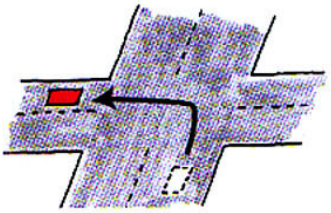
Kate and her friends got out of the car...



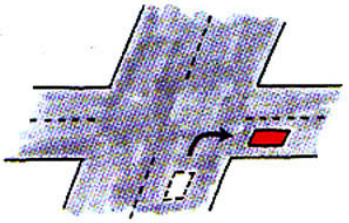
...and Kate locked it.

Some Things Drivers Do

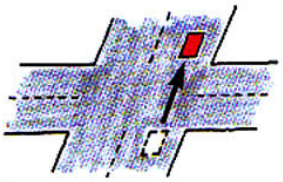
Changing lanes



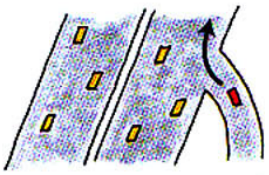
Turning left



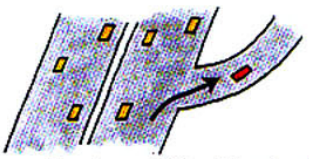
Turning right



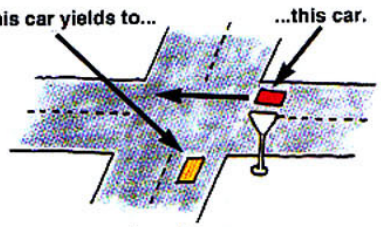
Going straight



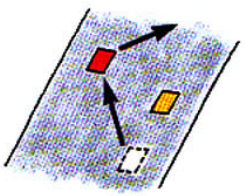
Getting on (entering) a freeway



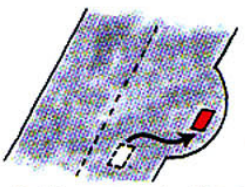
Getting off (exiting) a freeway



Yielding right of way



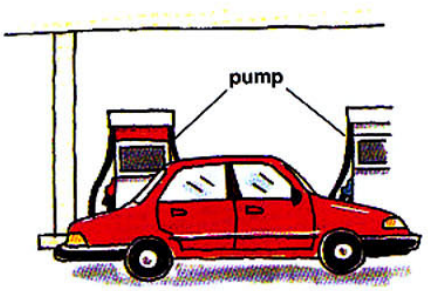
Passing someone



Pulling over to the side of the road

Stopping for Gas

Kate pulled into a gas station...



...and pulled up to a pump.

She told the attendant what kind of gas she wanted and how much.

He pumped the gas for her...

...and checked the oil.

Then she paid him.

16 Taking a Train

Key Vocabulary

VERBS

announce
arrive
buy [bought]
follow
get [got] off
get [got] on
have [had] to
insert
open
stand [stood]
take [took] (a train)
wait
walk

NOUNS

gate
machine
passenger
platform
sign
slot
station
ticket
track
train
turnstile
window

ADJECTIVES

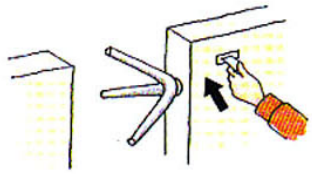
crowded
other

For Special Attention

- The train **was crowded.** There were very many people in a small place.
- When a **gate** with a **turnstile** opens, the turnstile rotates (turns).
- If he **had to stand**, he could not find a place to sit.
- His station **was announced.** This means someone announced his station.
- **Other passengers** are passengers who are **not** Tom.

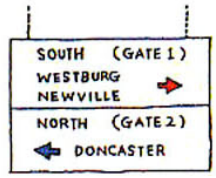
Tom bought a ticket from the ticket machine.

Other passengers bought tickets at the ticket window.



Tom inserted his ticket into the slot in the turnstile.

The gate opened and Tom walked through.



He followed the signs to his gate.

He waited on the platform next to the track.

After his train arrived, he got on.

The train was crowded so he had to stand.

His station was announced...

...and he got off the train.

17 Taking a Taxi

Key Vocabulary

VERBS

check
get [got] into
give [gave]
go [went]
hail
pay [paid]
start
stop
take [took] (a taxi)
tell [told]
want

NOUNS

back seat
directions
driver
fare
meter
ride
taxi
tip

OTHER

a few times (adverbial)

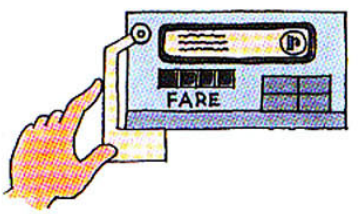
For Special Attention

- To **give directions** means to tell someone how to get somewhere or how to do something.
- When you **give someone a tip**, you give them some extra money to thank them for good service.
- Other ways to say **hail a taxi** are: "Wave for a taxi."
  "Wave down a taxi."
  "Flag down a taxi."
- Taxis that **pass by** go past someone without stopping.
- To **check** the meter is to look quickly at it to see what it says.

Pam hailed a taxi.

She got into the back seat...

...and told the driver where she wanted to go.



He started the meter.

She checked the meter a few times.

During the ride, she gave the driver directions.

She told him where to stop.

She paid the fare and gave him a tip.

18 Walking Somewhere

Key Vocabulary

VERBS

cross
pass
run [ran]
step
stop
take [took]
trip
use
wait
walk

NOUNS

corner
crack
crosswalk
curb
dirt
overpass
parking lot
pedestrian
puddle
shortcut
sidewalk
street
traffic

OTHERS

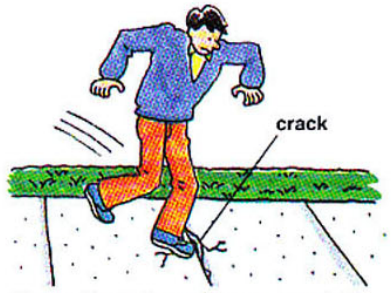
busy (adj.)
late (adj.)
once (adv.)
sometimes (adv.)

For Special Attention

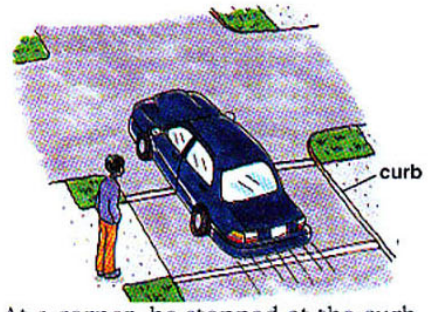
- A **sidewalk** is a paved (concrete) place for walking.
- **traffic** = the group of cars, trucks, buses, bikes, etc., on a street.
- When you **take a shortcut,** you use a shorter way than the usual way.
- **a pedestrian** = someone who is walking.
- An **overpass** is a bridge for passing over the street.

Dan walked on the sidewalk.

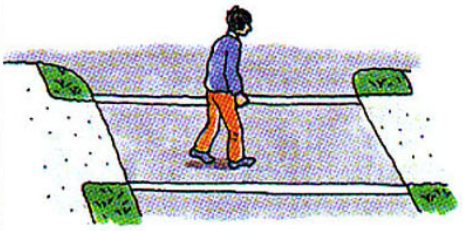
Sometimes he stepped over dirt or puddles.



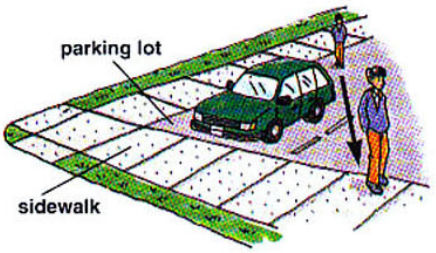
Once, he tripped on a crack in the sidewalk.



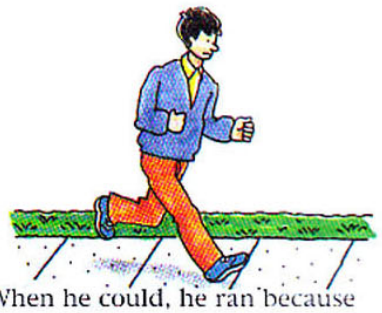
At a corner, he stopped at the curb and waited for traffic to pass.



Then he crossed the street by walking in the crosswalk.



Once he took a shortcut across a parking lot.



When he could, he ran because he was late.

He crossed a busy street by using a pedestrian overpass.

19 Riding a Bicycle

Key Vocabulary

VERBS

get [got] off
hold [held]
lock up
move
pedal
put [put] on
ride [rode]
shift
slow down
squeeze
start
swing [swung]

NOUNS

bike (bicycle)
brakes
gear
handlebars
helmet
leg
pedal
rack
shift lever

OTHERS

finally (adv.)
lower (adj.)
uphill (adv.)

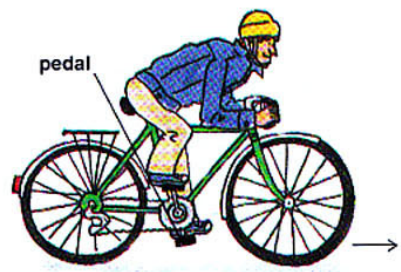
For Special Attention

- A **helmet** is a very hard hat that protects your head.
- The parts of a bike where your feet go are the **pedals.** You **pedal** the bike by pushing on the pedals.
- When you **squeeze** something, you grip it tightly.
- When you **shift** gears, you change from one to another.

I put on my helmet.

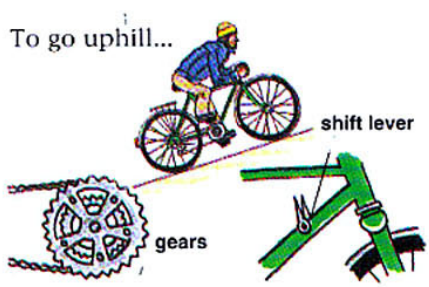
I held the handlebars...

...and swung my leg over the bike.

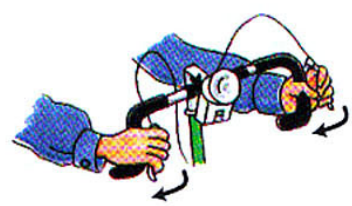


I started pedaling and the bike moved.

To go uphill...

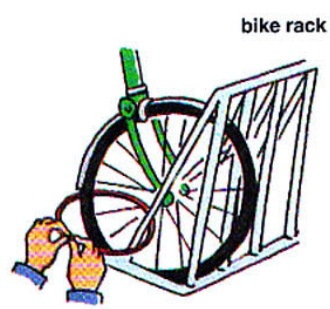


...I shifted into a lower gear.



To slow down, I squeezed the brakes.

Finally, I got off my bike...



...and locked it up in a bike rack.

20 Returning Home

Key Vocabulary

VERBS

change
check
choose [chose]
get [got] back
get [got] off
get [got] on
go [went]
hang [hung] up
open
pick up
press
return
set [set] down
take [a vehicle]
take [took] off
take [took] out
turn
unlock
wait
walk

NOUNS

answering machine
apartment
bag
building
button
clothes
coat
door
doorknob
elevator
floor
front closet
front door
hall
house
key
living room
mail
mailbox
message
railing
shoe
slot
step
work

OTHERS

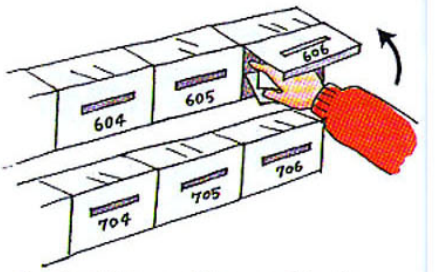
casual (adj.)
inside (adv.)
home (adv.)

For Special Attention

- **get back** = return
- You **take an elevator** just as you **take a bus;** you use it to get somewhere.

To an Apartment

Dan got back to his building.



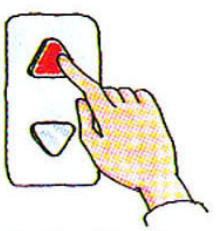
He checked his mailbox and took out his mail.

Then he took an elevator up to his floor.

He walked down the hall to his apartment.

He opened his door and went inside.

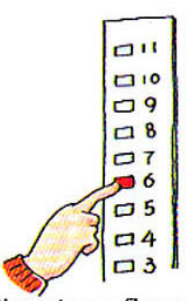
Taking an Elevator



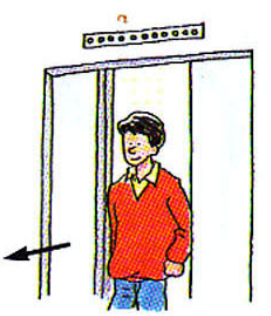
Pressing the "up" button

Waiting for the elevator

Getting on the elevator



Choosing a floor

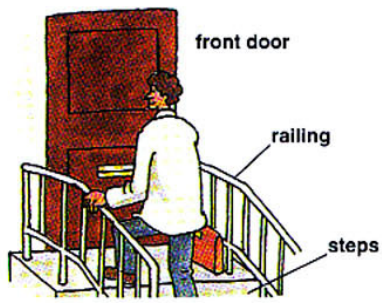


Getting off the elevator

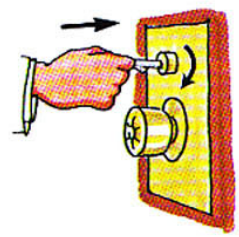
Most of the verbs in "At Home in the Evening" are in the simple past tense.
- See page 21 for some time expressions that go with past tense verbs.
- Notice that some of the verbs are in their "-ing" form acting as:
  - nouns (for example, "pressing", "waiting", etc., in "Taking an Elevator") or
  - adjectives (for example, "answering" in "answering machine").

To a House

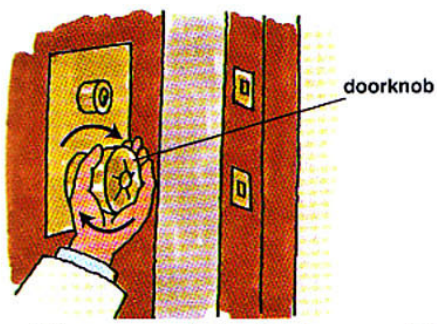
I got back to my house.



I walked up the steps to my front door.



I unlocked it with my house key...

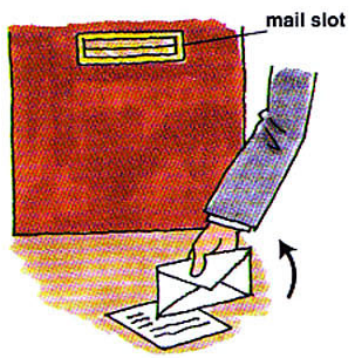


...and then opened the door by turning the doorknob.

I set my bag down.

I hung my coat up in the front closet...

...and took off my shoes.



I picked up my mail.

Then I went into the living room...

...and checked for messages on the answering machine (see p. 72).

Then I changed clothes.

I took off my work clothes...

...and changed into some casual clothes (see p. 12).

Making Dinner 1

21 Making a Salad

Key Vocabulary

VERBS

drain
grate
lay [laid]
make [made]
mix
pour
rinse
run [ran] (water over)
slice
sprinkle

NOUNS

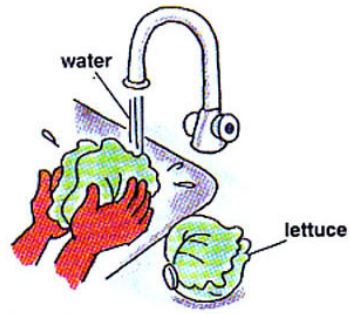
bowl
cheese
colander
cucumber
cutting board
dressing
grater
knife
lettuce
salad
slice
tomato
water

OTHER

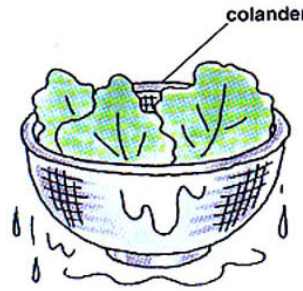
on top (adverbial)

For Special Attention

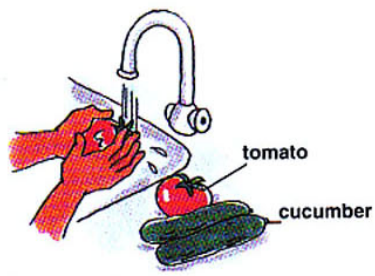
- **on top** means "on the top of" something that we already know about.
  For example, in "I saw a bus with a sign **on top**," it means "on top of the bus."
- Paul **rinsed ... lettuce.**
  You can also say "Paul washed some lettuce."
- You **drain** something by letting water go off it or out of it.
- **Grated** cheese has been cut or shaved into very small pieces with a **grater.**
- When you **sprinkle** something somewhere, you spread small amounts of a liquid or solid over a wide area.



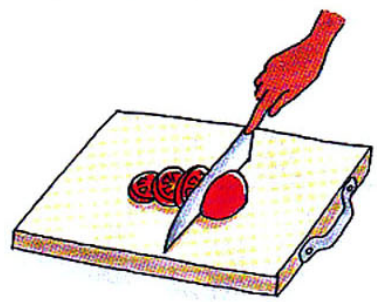
Paul rinsed some lettuce by running water over it...



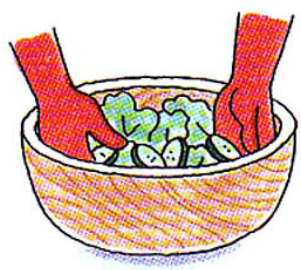
...and drained it in a colander.



He also rinsed some tomatoes and cucumbers...

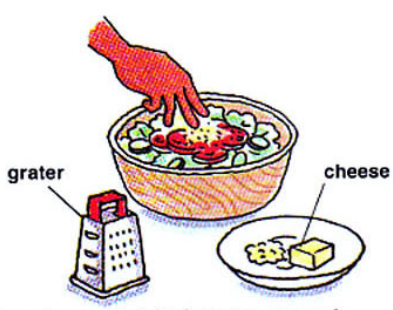


...and sliced them with a knife on a cutting board.



He mixed the lettuce and the cucumber in a salad bowl...

...and laid the tomato slices on top.



Then he sprinkled some grated cheese on the salad.

He poured some dressing on his salad.

22 Making Dinner 2

Preparing Vegetables

Key Vocabulary

VERBS

boil
chop up
light [lit]
peel
prepare
rinse
slice
steam
throw [threw] away

NOUNS

basket
broccoli
burner
carrot
floret
lid
saucepan
stalk
steam
steamer
vegetable
water

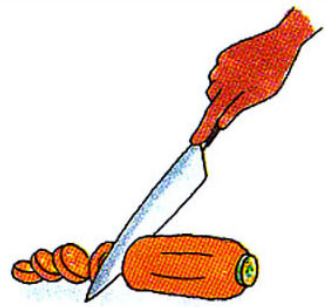
OTHERS

boiling (adj.)
inside (adv.)

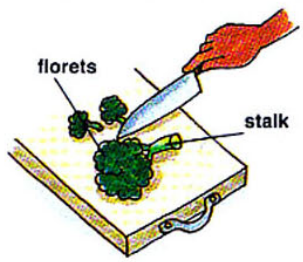
For Special Attention

- When you **steam** something, you put it above—but **not in**—boiling water. The steam rises and cooks the food.
- When you **slice** something, you cut it into thin, flat pieces. You use a smooth and gentle cutting motion. When you **chop** something, you cut it into pieces that are not flat and thin. You cut forcefully.

Kate peeled some carrots,



...and sliced them.



She also chopped up some broccoli.

She threw the stalk away...

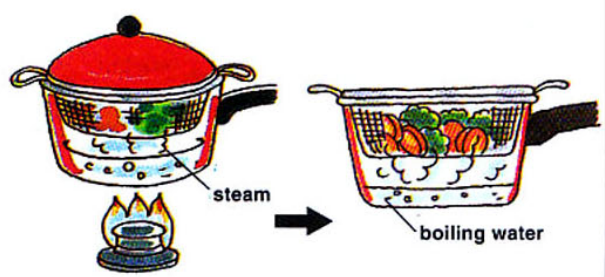
...and rinsed the broccoli.

She put some water in a saucepan...

...and put a steamer basket inside.

Then she put the vegetables in the basket.

She put a lid on the saucepan and lit the burner under it.



The water boiled and steamed the vegetables.

Making Dinner 3

23 Making Spaghetti

Key Vocabulary

VERBS

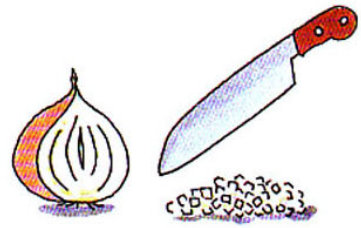
add
boil
dice
drain
fry
heat
ladle
let [let]
pour off
put [put]
simmer
start
stir
turn down
turn off

NOUNS

beef
burner
butter
can
colander
fat
frying pan
ground beef
heat
ladle
liquid
meat
mixture
onion
pan
(a) piece
plate
sauce
saucepan
solid
spaghetti
spatula
spice
sugar
tomato sauce
water

ADJECTIVES

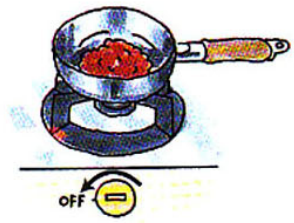
another
brown
melted
tender



Kate diced an onion...

...and fried it with some ground beef in a frying pan.

As the beef-and-onion mixture fried, she stirred it.



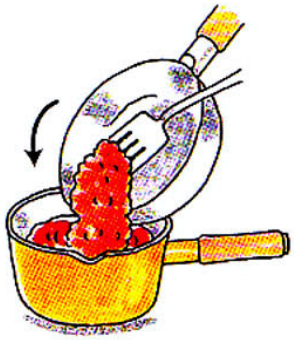
When the meat was brown, she turned off the burner.

She poured the fat off into a can.

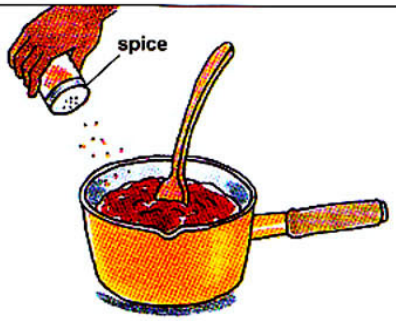
She heated two cans of tomato sauce in a saucepan.

For Special Attention

- **Ground beef** is meat from a cow. It has been **ground** into small pieces.
- **Fat** is an oily part of meat. It becomes a liquid when the meat cooks.
- To separate a liquid from a solid you can **pour off** the liquid or **drain** the solid.
- **Spaghetti** is a kind of **noodle**.
- Some **spices** often used in spaghetti sauce are oregano and basil. They add taste to the sauce.
- A liquid **simmers** when it cooks slowly and gently.
- If spaghetti is **tender**, it is soft enough to eat.
- Possible ways to use **fry** and **boil:**
  - Kate fried the meat.
  - The meat fried.
  - Kate boiled the water.
  - The water boiled.
  - The noodles boiled in the water.
- You **ladle** sauce onto spaghetti when you use a ladle to pour it on.

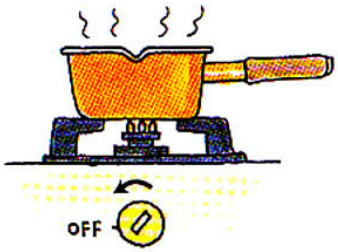


She added the mixture of beef and onions...



...and stirred it into the sauce with some spices.

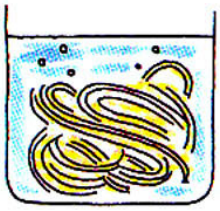
When it started to boil...



...she turned down the heat and let the sauce simmer.

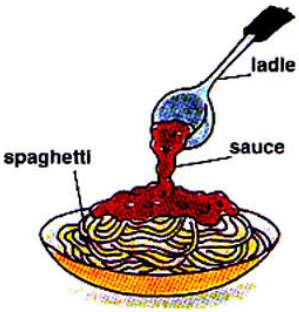
In another pan, she boiled some water.

She put some spaghetti into the boiling water...



...and boiled it until it was tender.

In a colander, she drained the spaghetti.

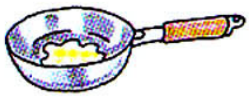


After putting the spaghetti on a plate, she ladled some sauce over it.

Liquids and Solids

Some liquids

water



melted butter

tomato sauce

Some solids

spaghetti

onion

pan

a piece of butter

sugar

Making Dinner 4

24 Cooking Rice

Key Vocabulary

VERBS

boil
check
cook
decide
eat (ate)
get (got) rid of
heat
measure out
pour
pour off
rinse
start
turn down

NOUNS

cup
dirt
flame
husk
lid
minute
pot
rice
water

ADJECTIVES

clean
ready

For Special Attention

- You **measure out** an exact amount of something.
- A **husk** is the skin around a grain of rice.

- **be done** = be finished
  Food that is done is fully cooked.

Paul measured out one cup of rice...

...and poured it into a pot.

To rinse the rice, he put some water in the pot.

He poured off the water to get rid of the dirt and husks.

Then he measured out two cups of clean water and poured it into the pot.

He put a lid on the pot...

...and heated the water.

When it started boiling, he turned down the flame.

After about 15 minutes, he checked the rice.

He decided it was ready to eat.

25 Eating Dinner

Key Vocabulary

VERBS

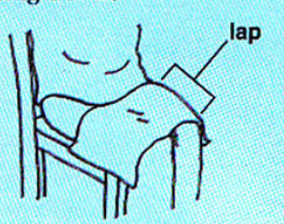
eat [ate]
have [had]
help oneself
pass
put [put]
set [set] [a table]
sit [sat] down
talk

NOUNS

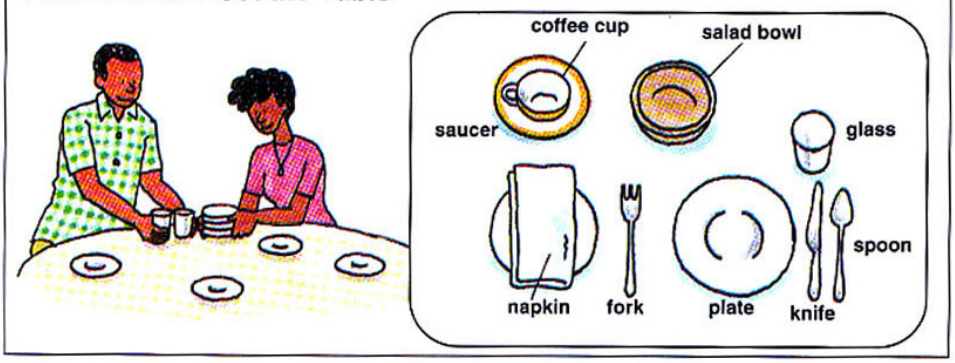
coffee cup
dessert
dinner
food
fork
glass
helping
knife
lap
main course
napkin
plate
salad
salad bowl
saucer
serving dish
spaghetti
spoon
table

For Special Attention

- **help yourself** = take something for yourself
- In a meal, a **helping** is an amount you take to eat.
- Your **lap** is the upper part of your legs when you are sitting down.



Paul and Kate Set the Table



Everyone sat down at the table.

They put their napkins on their laps.

Paul helped himself to some salad...

...and passed the serving dish to Kate.

Then they helped themselves to the food.

As they ate, they talked.

Paul had a second helping of spaghetti.

After the main course, they had some dessert.

26 Clearing the Table

Key Vocabulary

VERBS

carry
clear
offer
put [put] into
scrape
stack up
take [took] off
throw [threw]
wipe off

NOUNS

container
crumb
dish
garbage
kitchen
leftovers
plate
refrigerator
scrap
serving dish
table

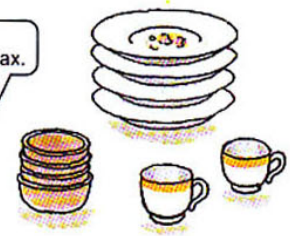
ADJECTIVES

dirty
done

For Special Attention

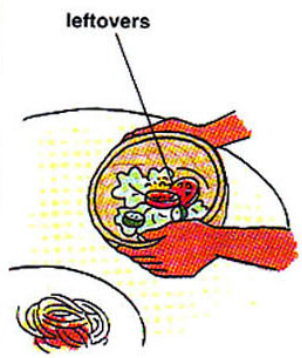
- If you **offer** to do something, you say you'll do it even though no one asked you to.
- **Leftovers** are amounts of food to keep after a dinner.
- **Crumbs** (small pieces of bread) and **scraps** are pieces of food to throw away after a dinner.
- You **stack** things **up** by putting them on top of one another.
- You are **done eating** when you have finished your meal.

After everyone was done, Paul and Kate offered to clear the table.



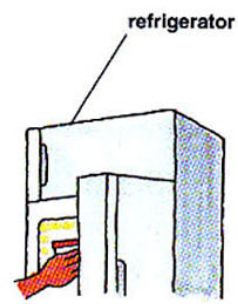
They stacked up the dirty dishes,...

...and carried them to the kitchen.

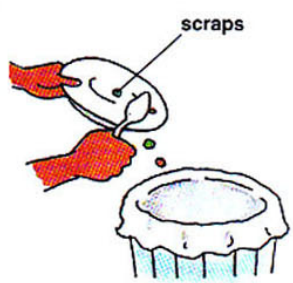


They took the serving dishes off the table...

...and put the leftovers into containers,...



...which they put into the refrigerator.



They scraped the scraps from the plates into the garbage.

Then they wiped the table off...

...and threw the scraps and crumbs from the table into the garbage.

27 Doing Dishes

Key Vocabulary

VERBS

do [did] dishes
drip
dry
fill
go [went] down
pull
put [put] away
rinse
scrub
wash

NOUNS

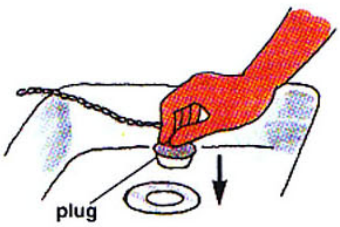
cupboard
dish
dishcloth
dish rack
dish towel
drain
plug
scrubbing pad
sink
soap
towel
water

ADJECTIVES

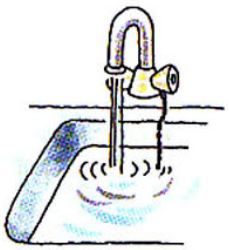
dirty
wet

For Special Attention

- **Dish soap** is also called "detergent."
- You **scrub** something by rubbing very hard and for a long time as you wash it.
- Water that goes **down the drain** is gone. For that reason, "down the drain" is used to mean "wasted" or "gone:"
  "Andy lost his paper. He felt like all his hard work went down the drain."



Paul put the plug into the drain in the sink.

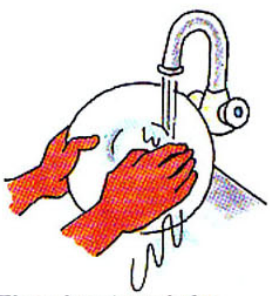


Then he filled the sink with water.

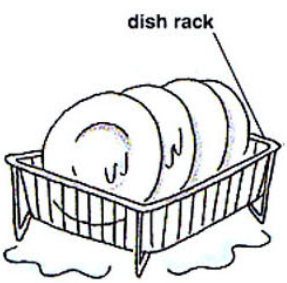
He put some dish soap into the water.

He washed the dirty dishes.

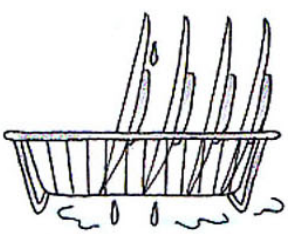
He scrubbed some very dirty dishes.



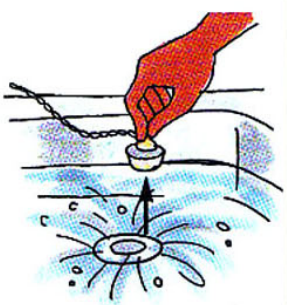
Then he rinsed the dishes.



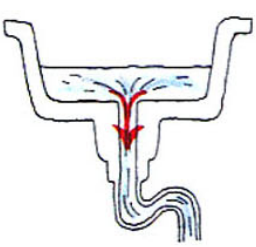
He put the wet dishes in the dish rack,...



...where the water dripped off them.

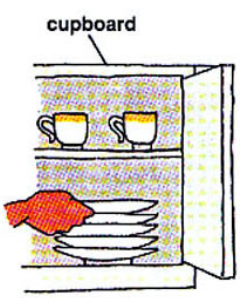


Then he pulled the plug from the sink...



...and the dirty water went down the drain.

He dried the dishes with a towel...



...and then put the dishes away.

Relaxing at Home 1

28 Playing a CD (Compact Disc)

Key Vocabulary

VERBS

choose [chose]
eject
go [went]
hold [held]
listen to
load
open
pick up
play
punch in
put [put] back
repeat
skip
stop
take [took] out
use
want

NOUNS

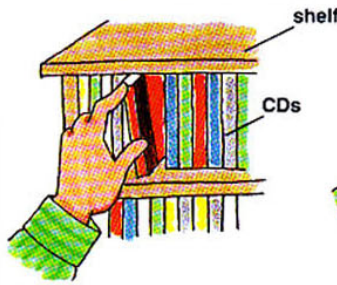
button
CD
case
disc
edge
music
number
player
remote
shelf
track
tray

OTHERS

back (adv.)
early (adj.)
finally (adv.)
forward (adv.)
next (adj.)

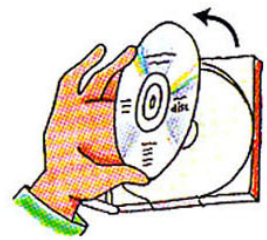
For Special Attention

- A **remote** is also called a "remote control."
- Each song or piece on a CD is a **track**. Each track has a **number**.
- To **punch in** the numbers, you press buttons with your finger.

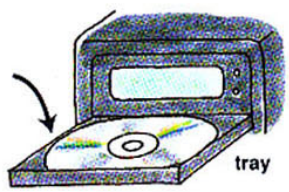


I chose a CD from the shelf.

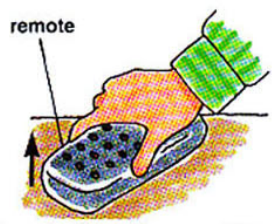
Holding the disc at the edge,...



...I took it out of the case.



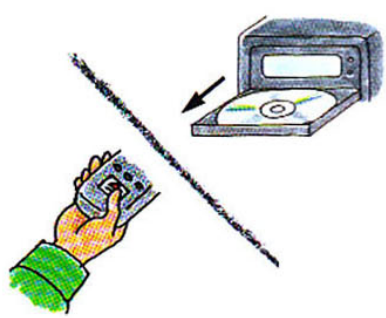
Then I loaded the disc into the tray.



I picked up the remote...

...and punched in the number of the track I wanted to listen to.

I listened to the music.



Finally, I ejected the CD.

Using a CD Remote

Button	What the CD Player Does
PLAY	It plays the CD.
SKIP or NEXT	It goes forward to the next track.
REPEAT or BACK	It goes back to an earlier track.
STOP	It stops playing the CD.
EJECT	It opens the CD tray.

Relaxing at Home 2

29 Using a Personal Cassette Player

Key Vocabulary

VERBS

adjust
eject
fast-forward
listen
make [made]
open
pause
play
plug
put [put] in
put [put] on
rewind [rewound]
start
stop
take [took] out
turn down
turn up
use

NOUNS

button
case
cassette
earphone(s)
jack
music
part
personal
player
plug
tape
volume

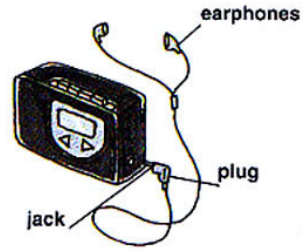
OTHERS

back (adv.)
early (adj.)
forward (adv.)
for a short time (adverbial)
late (adj.)
loud (adj.)
personal (adj.)
soft (adj.)

For Special Attention

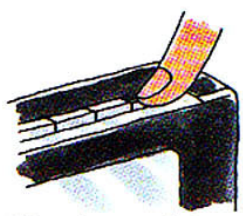
- One popular kind of **personal cassette player** is the Sony Walkman.
- When you speak of music, the opposite of **loud** is **soft**.
- The **volume** of a sound is its loudness. A sound that has high volume is very loud.

I put a cassette (a tape) into the player.



I plugged the earphones into the jack...

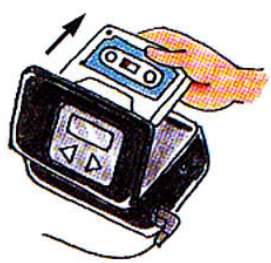
...and put them on.



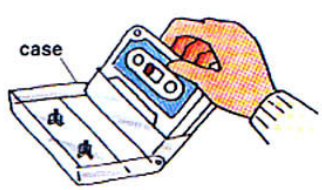
Then I started the tape.

I adjusted the volume—turned it up to make the music louder...

...and turned it down to make the music softer.



When I was done listening, I took the tape out...



...and put it back in the case.

Using a Cassette Player

Button	What the Cassette Player Does
PLAY	It plays the tape.
FAST - FORWARD	It goes forward to a later part of the tape.
REWIND	It goes back to an earlier part of the tape.
STOP	It stops the tape.
PAUSE	It stops the tape for a short time.
EJECT	It opens up the cassette player.

30 Relaxing at Home 3

Reading

Key Vocabulary

VERBS

close
find [found]
finish
flip through
know [knew]
look at
look up
open
pick up
read [read]
see [saw]
turn

NOUNS

ad
article
author
book
bookmark
caption
chapter
cover
dictionary
index
issue
magazine
number
page
part
picture
table of contents
title
word

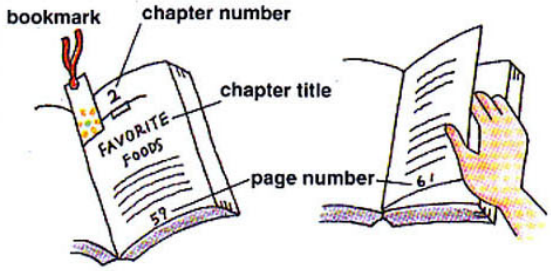
ADJECTIVES

interesting
latest

For Special Attention

- If you **flip through** something, you turn its pages or parts quickly.
- An **interesting** thing is one you want to see, hear, read, do, etc.
- "**Ad**" is a short form of "advertisement."
- To **look up** a word, you find it in a dictionary and read its meaning.
- If a magazine comes out every month, each month there is a new **issue** of it — the January issue, February issue, March issue, etc.

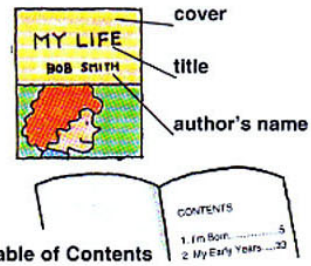
Reading a Book

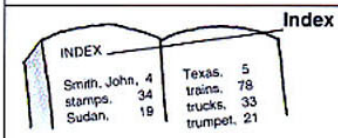


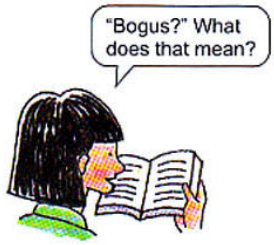
Pam opened the book to her bookmark.

She turned the pages as she read.

Some Parts of a Book







When she saw a word she didn't know...

...she looked it up in a dictionary.

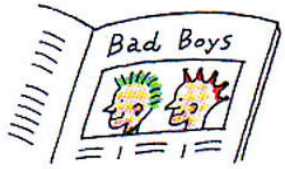
When she finished reading, she closed the book.

Reading a Magazine

Pam picked up the latest issue of *Everyone* magazine.

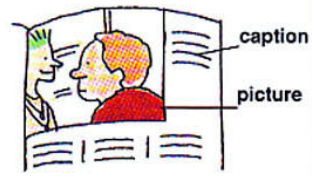
She looked at some of the ads.

Then she flipped through the magazine...



...until she found an interesting article.

She read the article...



...and looked at the pictures.

Relaxing at Home 4

31 Watching Television

Key Vocabulary

VERBS

change
end
go [went] to
hear [heard]
pick up
turn off
turn on
turn up
use
want
watch

NOUNS

channel
commercial
game show
kitchen
news
remote
snack
television
TV
volume

OTHER

better (adv.)
[comparative of "well"]

For Special Attention

- **TV** is a short way of saying "television."
- Tom says a show is **boring**. That means it is not interesting.
- A **commercial** is advertising on TV or radio.
- The **news** is a report about what has happened. It always has an "s" at the end.
- TVs have **channels** while radios have **stations.**
- A remote is also called a **remote control.**

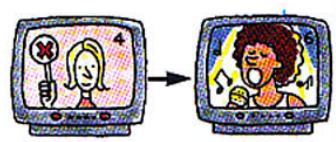
Tom picked up the remote for the TV...

...and turned the TV on.

A game show was on.

Tom didn't want to watch it...

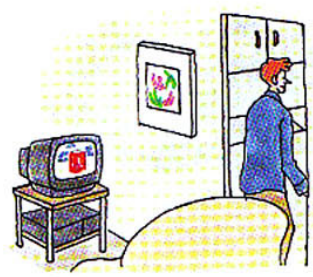
...so he used the remote...



...to change channels.

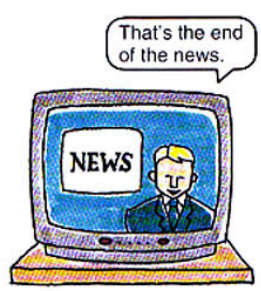
He turned up the volume so he could hear better.

During a commercial...



...he went to the kitchen for a snack.

He watched the news,...



...and when it ended,...

...he turned the TV off.

Relaxing at Home 5

32 Watching a Video

Key Vocabulary

VERBS

eject
leave [left]
load
pause
rent
return
rewind [rewound]
start
stop
switch
take [took] out
turn on
watch

NOUNS

case
end
home
remote
setting
store
tape
VCR
video

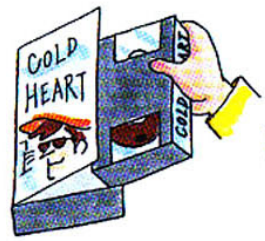
OTHERS

for a minute (adverbial)
later (adv.)

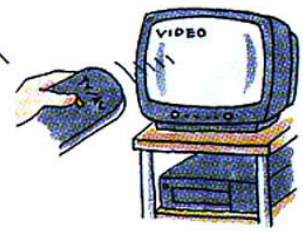
For Special Attention

- When you **rent** something, you pay money to use it for a short time. After you use it, you **return** it to the store.
- "**Video**" and "**tape**" are short ways of saying "videotape."
- A **VCR** is what people usually call a **V**ideo **C**assette **R**ecorder.
- When you **pause** a tape, you stop it, but a picture stays on the TV. The picture does not move.

Jenny rented a video from a video store.

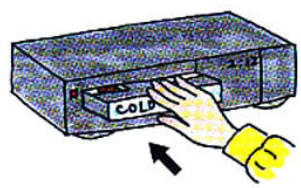


At home, she took the tape out of the case.



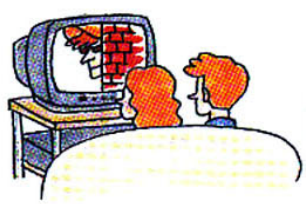
With the remote, she switched to the video setting...

...and turned the VCR on.

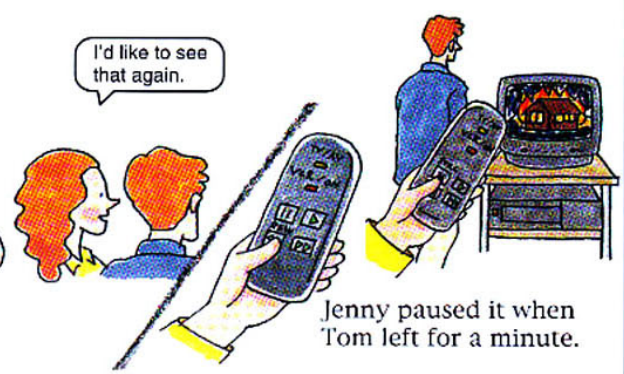


She loaded the video into it...

...and started the tape.



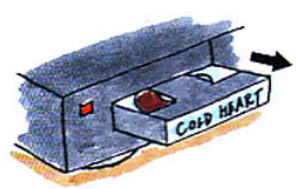
She and Tom watched the video.



To see something again, they rewound the tape.

Jenny paused it when Tom left for a minute.

At the end of the video, she stopped the tape,...



...rewound and ejected it.

Later, she returned it to the store.

33 Babysitting

Key Vocabulary

VERBS

babysit [babysat]
change
draw [drew]
drop off
pick up
play
put [put] to bed
put [put] together
read [read]
take [took]
take [took] a bath
take [took] care of
watch

NOUNS

aunt
baby
block
cartoon
child [children]
cousin
crayon
crib
diaper
house
parent
picture
(a) piece (of)
playground
puzzle
sandbox
slide
story
swing
TV
uncle

OTHERS

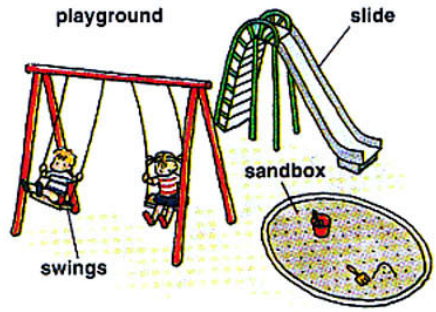
later (adv.)
other (adj.)
back (adv.)

For Special Attention

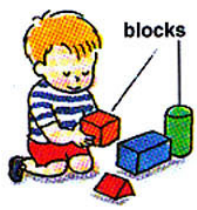
- "Kids" is an informal word for **children.**
- Tom's **aunt** is his father's sister. His **uncle** is married to her. His **cousins** are the children of his aunt and uncle.
- Your **parents** are your mother and father.
- A **crayon** is made of wax.
- A **cartoon** has drawings of people or animals, not real people or animals.

Tom babysat his cousins—took care of them while their parents were gone.

Tom's aunt and uncle dropped the children off at Tom's house.

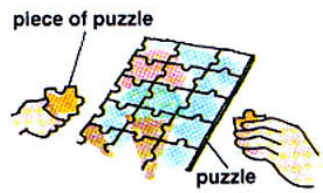


Tom took them to a playground.



Back at Tom's house, they played with blocks,...

...drew pictures with crayons...



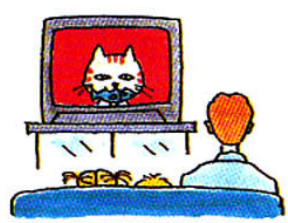
...and put a puzzle together.

Tom changed the baby's diaper...

and put him to bed in the crib.

The other children took a bath.

Tom read them a story...



...and they watched a cartoon on TV.

Later, their parents picked the children up.

34 Going to Bed

Key Vocabulary

VERBS

brush
change
fall [fell] asleep
get [got] into
go [went]
hang [hung] up
lie [lay] down
pull back
put [put] in
put [put] on
read [read]
say [said] goodnight
set [set]
turn off
turn on
use
wash
yawn

NOUNS

alarm clock
bed
closet
clothes
covers
face
lamp
laundry basket
light
nightgown
nightstand
parents
room
stairs
tooth [teeth]
toilet

OTHERS

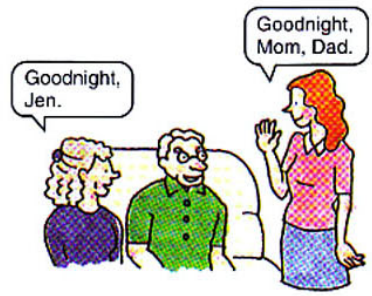
bedside (adj.)
dirty (adj.)
finally (adv.)
for a while (adverbial)
late (adj.)
upstairs (adv.)

For Special Attention

- When she **set** her alarm clock, she turned the alarm to the time for it to ring in the morning.
- The **covers** are a topsheet, blanket, bedspread, and anything else that someone sleeps under.
- A **nightstand** is also called a bedside table.
- A **bedside lamp** is next to a bed.

When it got late...

...Jenny yawned.



She said goodnight to her parents.

She went upstairs to her room...

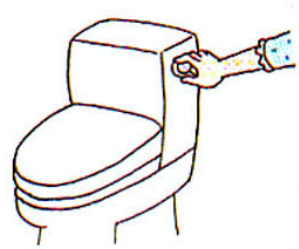
...and changed into her nightgown.

She hung some of her clothes up in the closet...

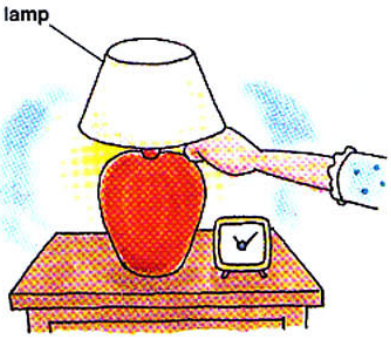
...and put her dirty clothes in the laundry basket.

She brushed her teeth,...

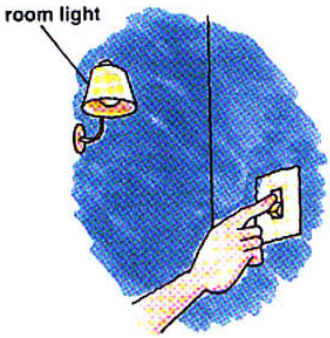
...washed her face,...



...and used the toilet.



After turning on her bedside lamp,...

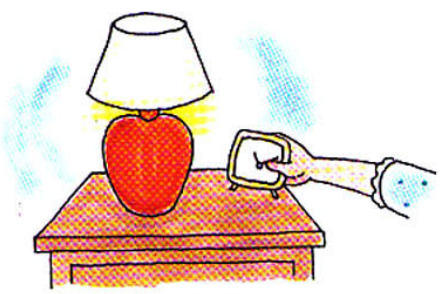


...she turned off the room light.

She pulled back the covers...

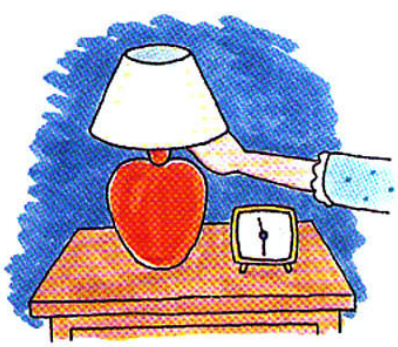
...and got into bed.

She set her alarm clock...

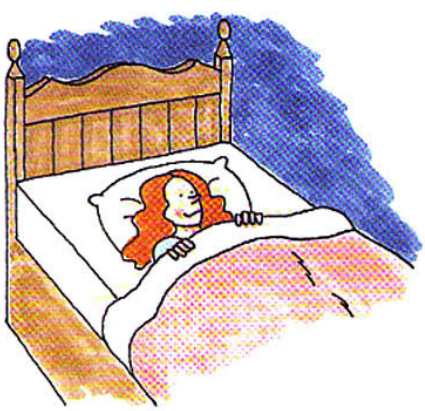


...and put it on her nightstand.

She read in bed for a while.



Finally, she turned off the lamp,...



...lay down...

...and fell asleep.

35 Doing Laundry

Key Vocabulary

VERBS

adjust
be going to (auxiliary verb)
check
carry
do laundry
dry
find
fold
hang out
hang up
heat
iron
put into
rinse
separate
sort
spin
take out
tumble
turn on
wash
will ['ll] (auxiliary verb)

NOUNS

basket
closet
clothes
clothesline
clothespin
color
detergent
drawer
dryer
hanger
iron
ironing board
laundry
load
machine
pants
pocket
room
setting
shirt
washing machine

OTHERS

dark (adj.)
dry (adj.)
later (adv.)
light (adj.)
other (adj.)
today (adv.)
wet (adj.)

For Special Attention

- A **load** of laundry is the amount you do at one time.
- **laundry** = a bunch of clothes to be (or being) washed.
- To **sort** something is to divide it into different groups.
- A dryer **tumbles** clothes by turning them over and over many times.

Later today, I'm going to do my laundry.

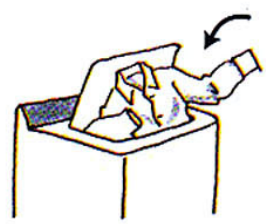
I'll carry the laundry basket to the laundry room.

I'll take the laundry out of the basket...

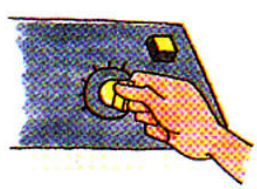
...and then I'll sort it by separating dark colors from light.

I'll check the pockets of the pants and shirts...

...and take out anything I find in them.

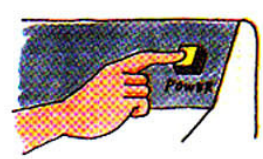


Then I'll put a load of laundry into the washing machine.



I'll adjust the settings on the machine.

Then I'll put in some detergent...

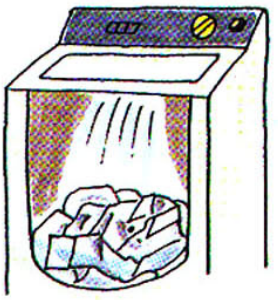


...and turn the machine on.

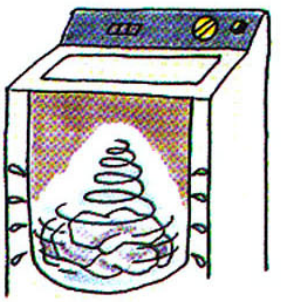
Some of the verbs in "Managing a Household" and the following sections are in the simple present tense, others are in the simple past, and still others are in the future tense. Notice the "tense" label on top of each chapter number:

Future verbs often include "will" ('ll) or "BE going to."

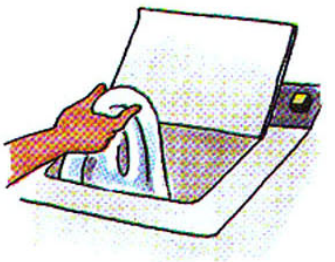
The machine will wash,...



...rinse...



...and spin the laundry.



I'll take the wet clothes out of the machine.

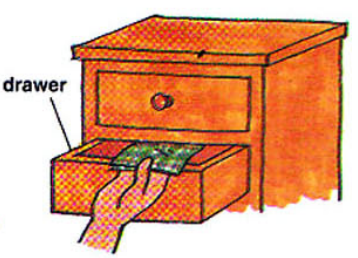
I'll hang some of the laundry out to dry.

I'll put some other laundry into the dryer.

The dryer will dry it by heating and tumbling it.

Then I'll take it out of the machine.

I'll fold some of the dry laundry...



...and put it into drawers.

I'll iron other things...

...and hang them up in the closet.

36 Cleaning the House

Key Vocabulary

VERBS

bundle
clean
dust
empty
lie around
mop
pick up
put into
recycle
scrub
set out
sweep
take out
throw out
vacuum
wash
wipe

NOUNS

bag
bathroom
bathtub
bottle
broom
brush
bucket
can
carpet
countertop
dustpan
floor
food
furniture
garbage
house
jar
kitchen
living room
medicine cabinet
mirror
mop
newspaper
recycling
refrigerator
sink
toilet
trash
vacuum cleaner
wastebasket
woodwork

ADJECTIVES

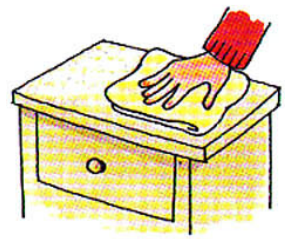
big
empty
old
spoiled

For Special Attention

- When you **dust** furniture, you remove dust from it. Dust is a very light kind of dirt that makes a thin layer on furniture.

In the Living Room

Pam picks up things that are lying around.

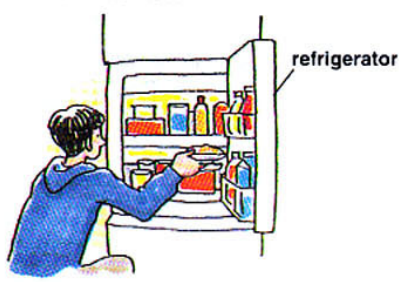


She dusts the furniture...

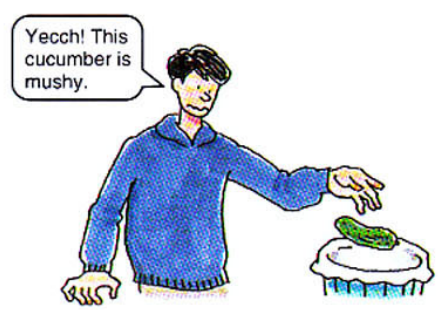
...and the woodwork.

Then she vacuums the carpet.

In the Kitchen



Dan cleans the refrigerator...



...and throws out spoiled food.

Pam wipes the countertops...

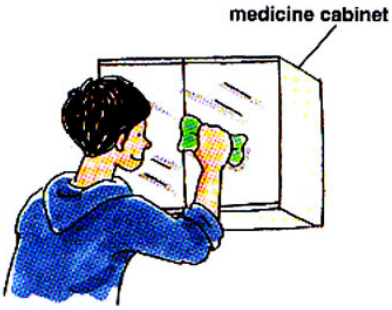
...and sweeps the floor.

In the Bathroom

Dan scrubs the toilet with a toilet brush,...

...cleans the sink...

...and scrubs the bathtub.



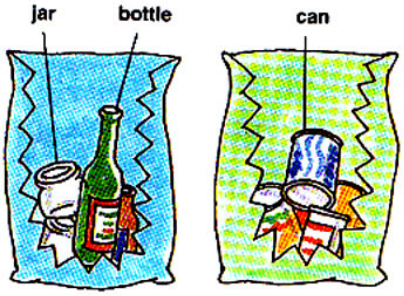
He washes the mirror on the medicine cabinet.

Then he sweeps the floor...

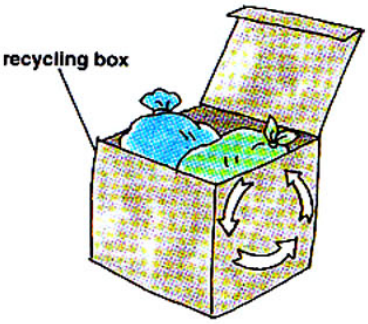
...and mops it.

Taking Out the Trash

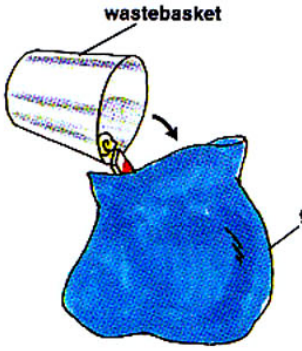
They bundle old newspapers...



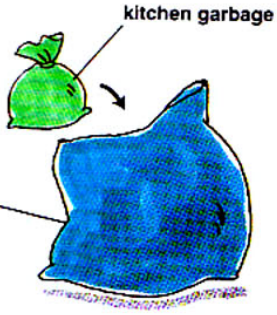
...and put empty bottles, cans and jars into bags.



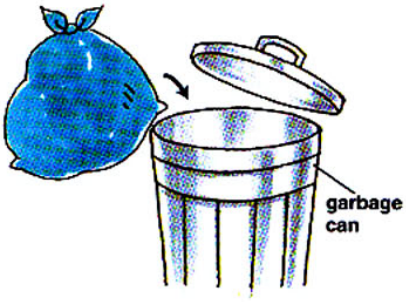
They set them out for recycling.



Then they empty wastebaskets...



...and the kitchen garbage into a big garbage bag...



...and take it out to the garbage can.

Taking Care of Pets 1

37 Taking Care of a Cat

Key Vocabulary

VERBS

clean
feed [fed]
move
open
pet
play
pounce
purr
put [put] in
rub
take [took] care of

NOUNS

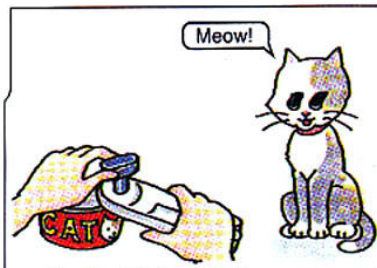
box
can
cat
dish
food
leg
litter
(a) piece (of)
string
water

ADJECTIVE

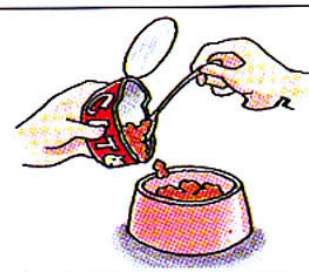
fresh

For Special Attention

- A **litter box** is where a cat "goes to the bathroom."
- When a cat **pounces**, it jumps quickly on something.
- Most people call their own cats "he" or "she," not "it."
- The noise a cat usually makes is called "meowing." When a cat is calm and happy, it "purrs." When a cat is fighting, it might "hiss."

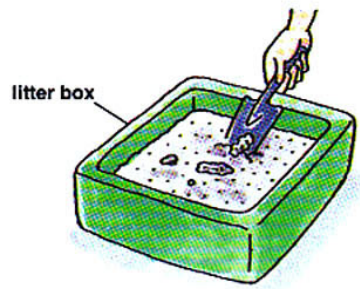


To feed his cat, Tom opened a can of cat food...



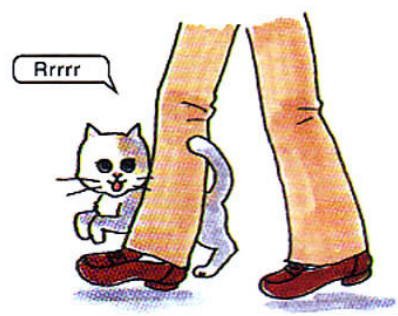
...and put it in the cat's dish.

He put some fresh water in the water dish.



He also cleaned the litter box.

He petted the cat...



...and she purred and rubbed against his leg.

He played with the cat by moving a piece of string...

...which the cat pounced on.

Taking Care of Pets 2

38 Taking Care of a Dog

Key Vocabulary

VERBS

bark
call
clip
come [came]
fetch
fill
pet
put [put] in
take [took] care of
take [took]
throw [threw]
wag

NOUNS

collar
dish
dog
food
leash
stick
tail
walk
water

ADVERB

later

For Special Attention

- A dog's **collar** goes around his neck.
- A dog **fetches** something by picking it up in his mouth and taking it back to the person who threw it.
- Most people call their own dogs "he" or "she," not "it."
- A dog **wags** his tail by moving it back and forth.
- Usually a dog's noise is called barking. If a dog is hurt, it "yelps" (suddenly) or "whines" (for a longer time). A dog might also "howl."

I called my dog.

After he came, I petted him.

He wagged his tail...

...and barked.

I put some dog food in his dish...

...and filled his water dish.

Later, I clipped a leash to his collar...

...and took him out for a walk.

After his walk, I threw a stick for him...

...and he fetched it.

39 Taking Care of a Lawn

Key Vocabulary

VERBS

fill
mow
pull
push
put [put] on
rake up
reach
spread [spread]
start
take [took] care of
trim
water

NOUNS

clippers
clippings
compost
cord
gas
grass
hose
lawn
mower
nozzle
pile
rake
seed
spot
tank

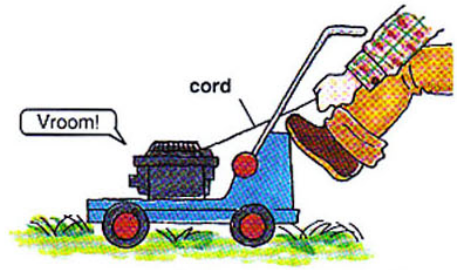
OTHERS

back and forth (adverbial)
bare (adj.)
by hand (adverbial)

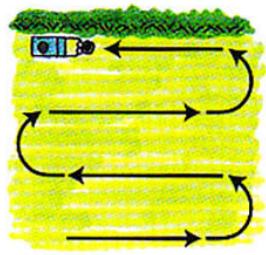
For Special Attention

- **mow the lawn** = cut the grass
- Notice **by hand** : no "a," no "the," no "her."
- A **compost pile** contains old leaves, grass, twigs, etc.
- "Clip" as in **clippers** and **clippings** means "cut."
- **Grass seed** grows to become grass.
- To **water the lawn** is to put water on it. This is also called "sprinkling" the lawn.
- A **lawn** is an area of land, near a house, where grass grows.

Pam filled her lawn mower's gas tank,...



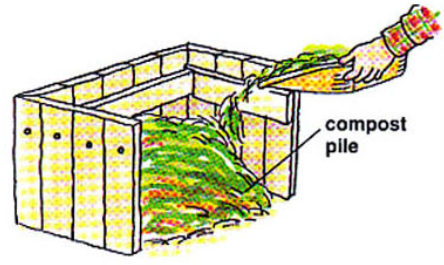
...then started the mower by pulling the cord.



She mowed the lawn by pushing the mower back and forth.

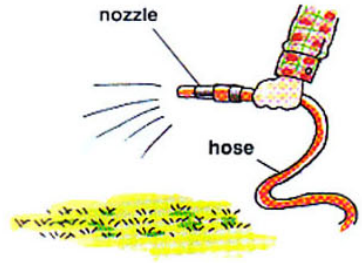
Where the mower couldn't reach, she trimmed the grass by hand.

She raked up the grass clippings...



...and put them on a compost pile.

She spread some grass seed on bare spots...



...and then watered the lawn.

40 Gardening

Key Vocabulary

VERBS

check
cover
pick
plant
prune
put on
spray
tie
take care of
turn
water
weed

NOUNS

fertilizer
flower
garden
gardening
hose
house
insect
insecticide
leaf [leaves]
mound
nozzle
plant
seed
seedling
shears
soil
spade
stake

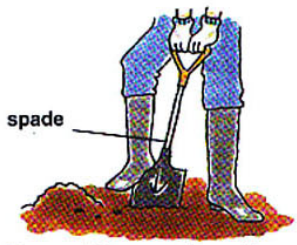
OTHERS

extra (adj.)
finally (adv.)
harmful (adj.)
small (adj.)

For Special Attention

- A **seedling** is a very young plant. The ones you plant in your garden started growing somewhere else first.
- You **weed** a garden by pulling out the weeds—unwanted plants.
- **Harmful** insects are those that are bad for plants.
- **Fertilizer** adds useful chemicals to soil.
- To **check for** harmful insects is to look at something for a short time trying to find the insects.

Planting a Garden



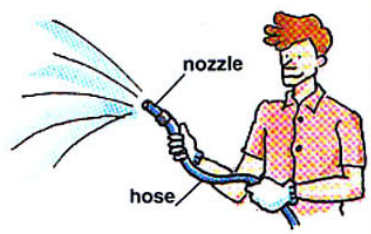
Tom will turn the soil with a spade.

He'll plant some seeds...

...and cover them with a mound of soil.

He'll plant some seedlings...

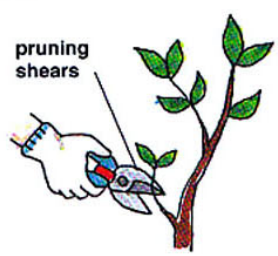
...and tie them to small stakes.



Then he'll water the garden.

Taking Care of a Garden

Tom will weed the garden.



He'll prune extra leaves from some plants.

He'll check for harmful insects...

...and spray insecticide on some plants.

He'll put some fertilizer on the soil.

Finally, he'll pick some flowers for the house.

41 Cleaning a Car

Key Vocabulary

VERBS

buff
clean
dip
dry
rinse
spray
spread
vacuum
wash
wipe off

NOUNS

bucket
car
cloth
dashboard
floor
rag
sponge
water
wax
window

OTHERS

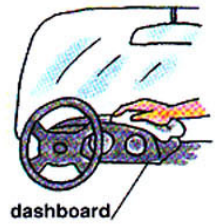
dried (adj.)
finally (adv.)
inside (adv.)
outside (adv.)
soapy (adj.)
soft (adj.)

For Special Attention

- A **rag** is a kind of cloth used for cleaning. Many rags come from old clothing. A **sponge** has a lot of holes in it. It holds water and can be squeezed to a small size.
- You **buff** something by moving a cloth quickly back and forth.
- You **spray** a car with a widely-spread stream of water.
- **Wax** makes a car shine.
- You **rinse** a car to remove soapy water.

Inside

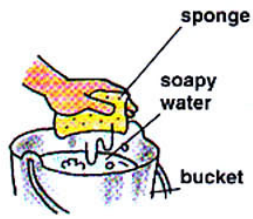
I wash the windows inside,...



...wipe off the dashboard...

...and vacuum the floor.

Outside



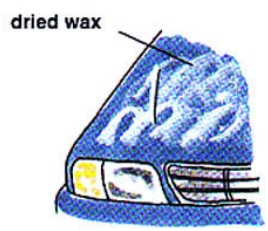
I dip a sponge into soapy water...

...and wash the car with it.

To rinse the car, I spray it with water.

I dry it with some rags.

Then I spread some wax on the car.



After it has dried,...

...I wipe the wax off...

...and buff the car with a soft cloth.

Finally, I wash the windows outside.

42 Taking a Car to a Garage for Repairs

Key Vocabulary

VERBS

ask for
call
come [came] back
diagnose
fix
get [got]
give [gave]
pick up
take [took]
take [took] in
work (on)

NOUNS

appointment
bill
car
cost
engine
estimate
garage
mechanic
problem
repair

ADVERB

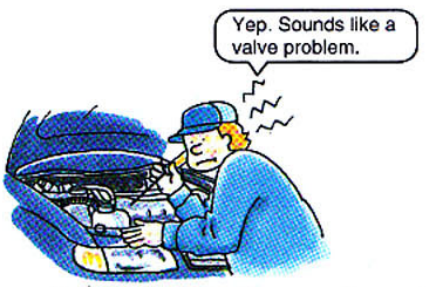
later

For Special Attention

- **for repairs** = for actions that correct problems.
- When you get **something fixed**, you arrange for someone else to fix it. You don't fix it yourself.
- To **diagnose** a problem is to figure out what it is by noticing what it has caused. A doctor diagnoses illnesses.
- An **estimate** is a guess about an amount (of money, time, etc.).
- To **call for an appointment** is to telephone someone and set up a time when you can meet.
- **"Ouch"** is something people say when they've been hurt.

I called for an appointment to get my car fixed.

I took my car in to the garage...



...and the mechanic diagnosed the problem.

I asked him for an estimate of the cost.

He worked on the engine.

When I came back later to pick up the car,...

...he gave me the bill for the repair.

43 Changing a Flat Tire

Key Vocabulary

VERBS

change
jack up
lower
put [put] on
take [took]
take [took] off
tighten

NOUNS

car
ground
hubcap
lug nut
lug wrench
nut
tire
trunk
wheel

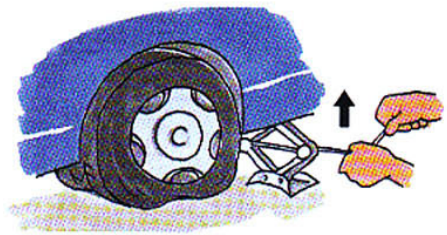
OTHERS

by hand (adverbial)
finally (adv.)
flat (adj.)
spare (adj.)

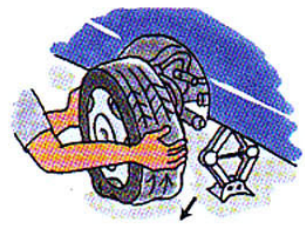
For Special Attention

- A **spare** thing is extra—something you don't usually need.
- You can **jack something up** but you **cannot** "jack it down." Instead, you **lower** it.
- **To the ground** means to the surface of the earth.
- A **nut** goes on a bolt. (See p. 61.)

My car had a flat tire, so I had to change it.



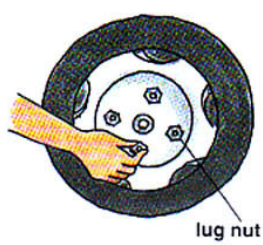
I jacked the car up.



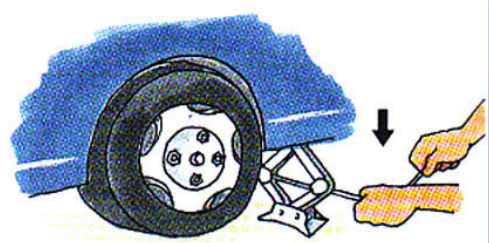
I took off the flat tire...

...and took the spare tire out of the trunk.

I put the spare on the wheel,...



...tightened the lug nuts by hand,...



...lowered the car to the ground,...

...and tightened the nuts some more with a lug wrench.

Finally, I put the hubcap on the wheel.

44 Dealing with a Power Failure

Key Vocabulary

VERBS

come [came] on
deal [dealt] with
go [went] out
find [found]
light [lit]
reset [reset]
trip
turn on

NOUNS

box
breaker
candle
circuit-breaker
failure
flashlight
lightning
power
sister
thunderstorm

ADVERB

back

For Special Attention

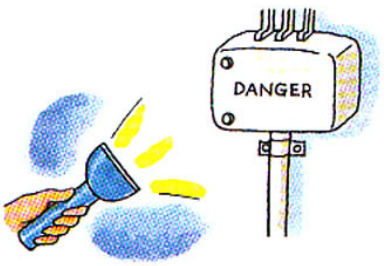
- Here, **power** means "electric power."
- **Circuit breakers** look like switches. They **trip**—switch off—if too much electric power hits them.
- Some houses have **fuses** instead of circuit breakers.
- **Breaker** is a short form of "circuit-breaker."
- In a **thunderstorm,** there are bright flashes of light called **lightning.** The sound that follows lightning is called "thunder."
- To **deal with** a power failure is to do the right things after one happens.

During a thunderstorm...

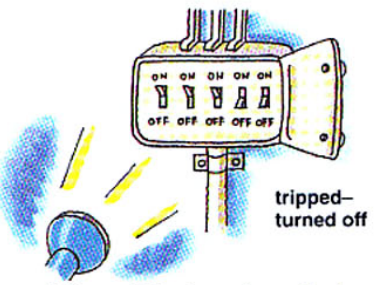
...our power went out.

I turned on a flashlight...

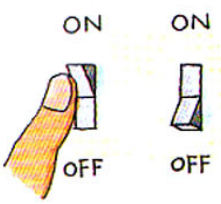
...and my sister lit some candles.



We found the circuit-breaker box...



...and found the breakers that had tripped.



We reset the breakers...

...and the power came back on.

45 Working with Wood

Key Vocabulary

VERBS

cut
glue
join
make
mark
measure
nail
plane
sand
trim
work

NOUNS

board
edge
hammer
nail
piece
place
plane
rule
ruler
sandpaper
saw
sawdust
screw
screwdriver
shavings
wood

OTHERS

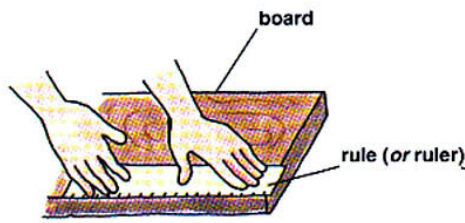
smooth (adj.)
together (adv.)

For Special Attention

- A **board** is a wide, flat piece of wood.
- You **pound** a **nail** with a **hammer.**
- Some things you can measure a board with:

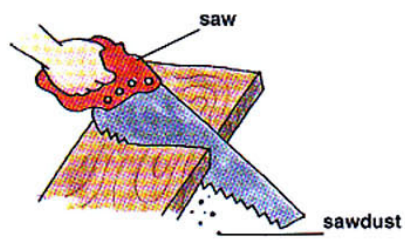
ruler (rule)	This is usually 12 inches long.
yardstick	This is 1 yard (36 inches) long.
tape measure	This can measure longer distances.

- To **join** things is to put them together.
- You **glue** things together with **glue, nail** them together with **nails,** and **screw** them together with **screws.**

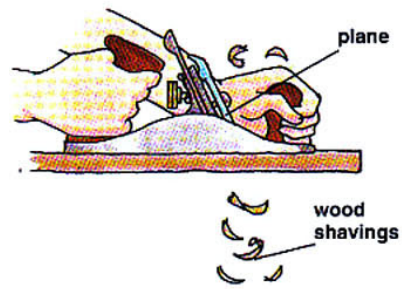


Before you cut a board, you measure it...

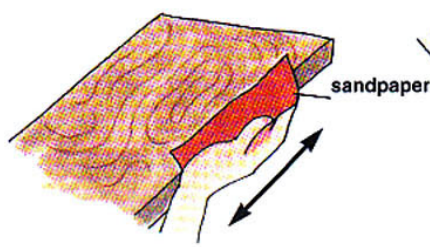
...and mark the places to cut.



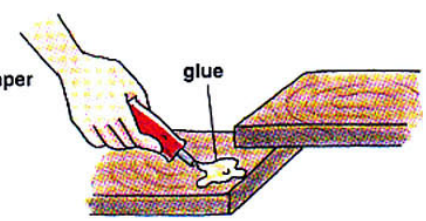
Then you cut it with a saw.



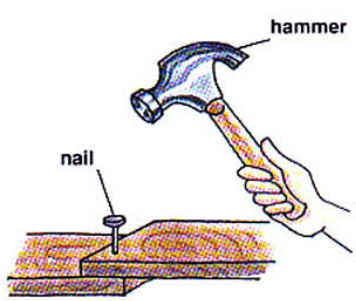
To trim a piece of wood, you plane it.



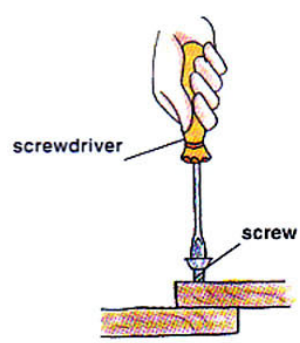
To make the edges smooth, you sand them.



To join two pieces of wood, you can glue them together,...



...nail them together,...



...or join them with screws.

46 Joining Things with Bolts / Screws

Key Vocabulary

VERBS

bolt
drill
hold
join
loosen
put into
tighten
turn

NOUNS

bolt
drill
head
hole
nut
(a) pair (of)
pliers
screw
screwdriver
slot
washer
wrench

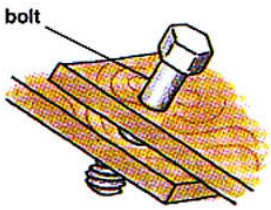
OTHERS

by hand (adverbial)
clockwise (adv.)
counter-clockwise (adv.)
together (adv.)

For Special Attention

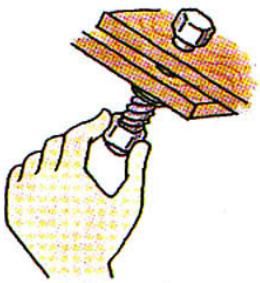
- It's always **pliers**—with an "s."
- **Clockwise** means "in the same direction as the hands of a clock move."
- **Counter-clockwise** is the opposite.
- You **drill** holes with a **drill**. You **bolt** things together with **bolts** and **screw** them together with **screws**.

To Bolt Things Together

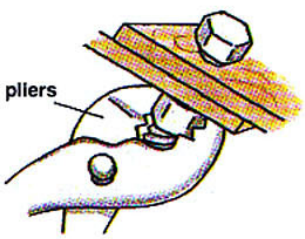


You put a bolt through some holes,...

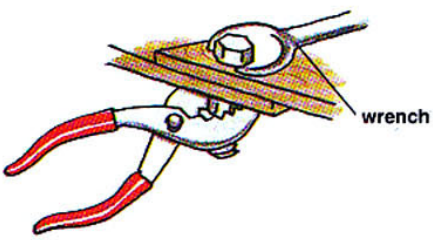
...put a washer onto the bolt...



...and then tighten a nut by hand.



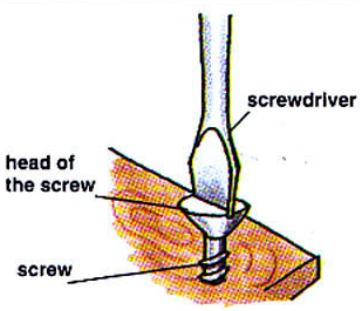
Then you hold the nut with a pair of pliers...



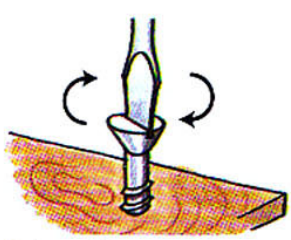
...and tighten the bolt with a wrench.

To Join Things with Screws

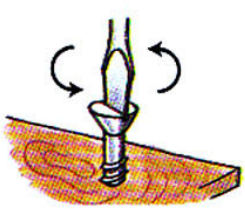
You drill a hole for the screw.



You put a screwdriver into the slot on the head of the screw.



You tighten the screw by turning the screwdriver clockwise.



To loosen the screw, you turn it counter-clockwise.

47 Shopping for Groceries

Key Vocabulary

VERBS

buy
check
choose
feel
get
go through
look for
pick up
put in
see
shop
smell
take
try
use
weigh

NOUNS

aisle
bag
basket
brand
canned goods
cart
case
checkout counter
cheese
cold cut
counter
dairy
deli
food
fruit
goods
groceries
household
list
meat
milk
pea
people
pizza
price
produce
sample
scale
section
shelf [shelves]
special
toilet paper
vegetable

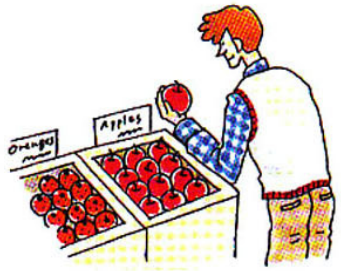
OTHERS

canned (adj.)
cheap (adj.)
finally (adv.)
free (adj.)
fresh (adj.)
frozen (adj.)
plastic (adj.)

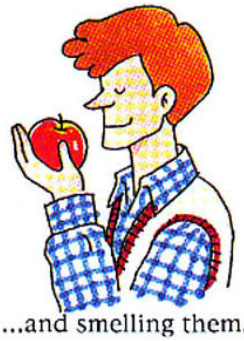
Tom gets a shopping cart.

Some people use a basket instead of a cart.

He checks his shopping list to see what he should buy.

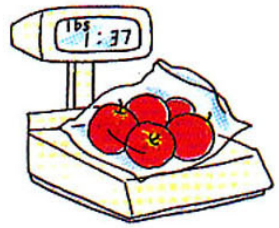


In the fresh produce section, he checks the fruit and vegetables by feeling...



...and smelling them.

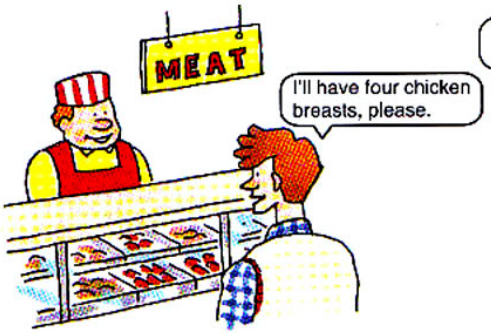
He puts some fruit in a plastic bag...



...and weighs the fruit on a scale.

For Special Attention

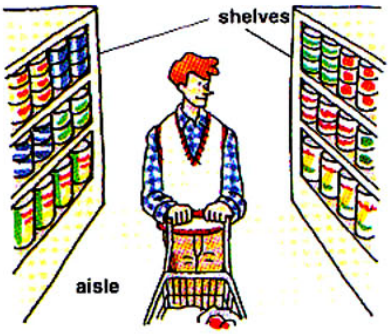
- A **section** is a part of something —here it's part of a store.
- **Cold cuts** are already cooked meats that you eat cold in a sandwich.
- Tom **checks** his list—looks quickly at it to see what it says.
- Tom **checks** the fruit—looks at it, smells it, and feels it quickly to see if it's good.
- Something that is **on special** is at a lower price than usual. This lower price is called a **special**.



Next, he picks up some fresh meat at the meat counter.

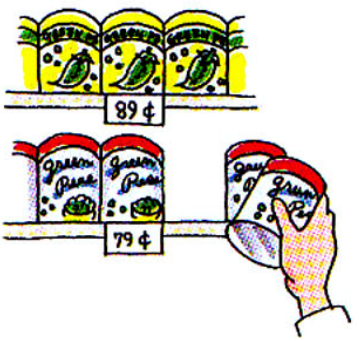
Then, at the deli, he gets some cold cuts...

...and cheese.



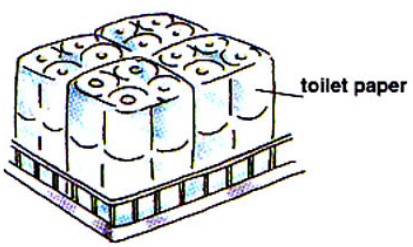
He goes through the canned goods aisle.

He checks the prices on two brands of canned peas...

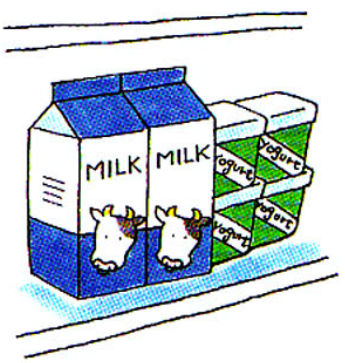


...and chooses the cheaper one.

As he shops, he looks for specials.



He picks up some toilet paper in the household goods section...



...and gets some milk in the dairy section.

He tries a free sample of some pizza...

...and takes some frozen pizza from the frozen-food case.

Finally, he goes to the checkout counter.

48 Paying for Things

Key Vocabulary

VERBS

check
come
count out
give
pay
press
print
put into
record
return
ring up
scan
sign
swipe
take
take out
tell
write

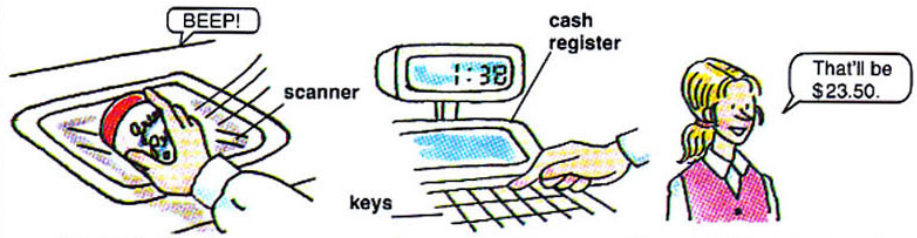
NOUNS

approval
bar code
card
cash
cashier
change
check
checkbook
code
copy
credit card
driver's license
identification/ID
key
license
money
payment
purchase
reader
receipt
register
scanner
slip
total
wallet

For Special Attention

- To **ring something up** means to make a machine record its price.
- A machine **scans** a bar code by shining light quickly on it.
- The money I give the cashier is more than the total price. The difference is my **change.**
- A **code** is a set of symbols that has a meaning. Usually, this meaning is clear only if you have special knowledge. A **bar code** uses dark bars as its symbols. An **approval code** uses numbers.

The cashier rings up Tom's purchases...



...by scanning bar codes...

...and pressing keys on the cash register.

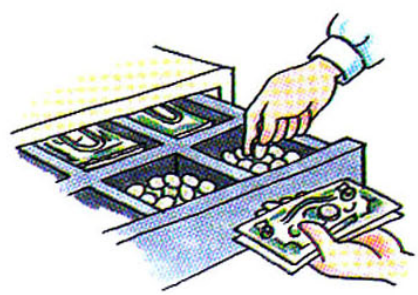
She tells him the total to pay.

Paying with Cash

He takes some money out of his wallet...

...and gives it to her.

She puts it into the register...



...and takes out his change.

She counts it out to him...

...and gives it to him with his receipt.

Paying by Check

He writes out a check.

TOM JOHNSON
1215 PIEM DR.
WEST MOSES, WI
53717

FIRST SAVINGS BANK 4731

JULY 17, 2000

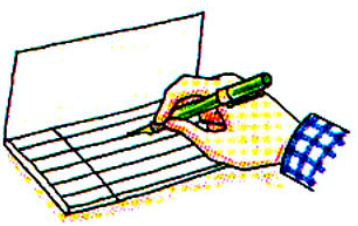
TO THE ORDER OF SUPER Y MART $ 23.50

TWENTY-THREE AND 50/100 DOLLARS

⑆⑆1743411 SIGNATURE

After he signs the check...

...the cashier checks his driver's license as identification.



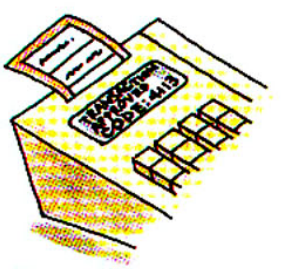
He records the check in his checkbook.

She returns his license and gives him a receipt.

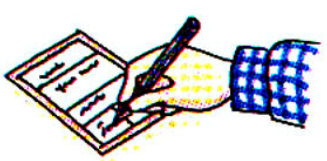
Paying by Credit Card

He gives his card to the cashier.

She swipes the card through the reader.



When the approval code comes, the payment slip is printed.



He signs the payment slip.

Then she gives him a copy of the slip,...

...the receipt and his card back.

49 Going to a Bank

Key Vocabulary

VERBS

check
endorse
fill out
give [gave]
give [gave] back
go [went] to
print
sign
write [wrote]

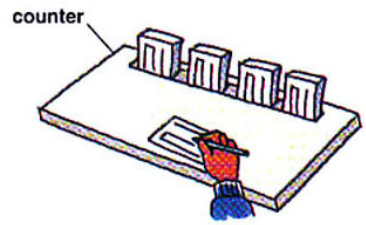
NOUNS

account	deposit
amount	number
back	passbook
bank	slip
cash	teller
check	total
counter	window

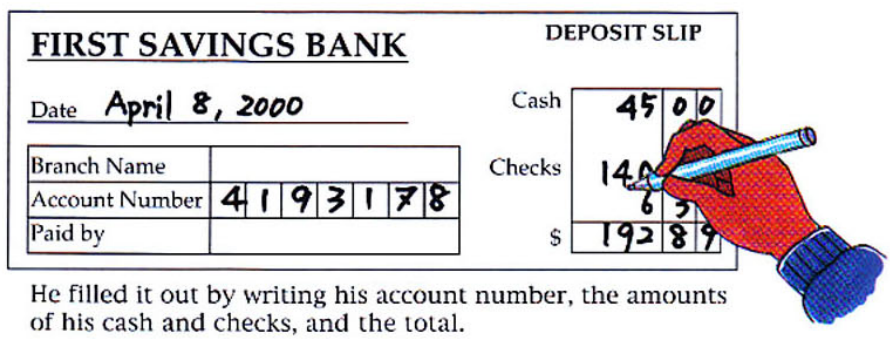
For Special Attention

- Paul's **account** is the bank's record of how much of his money they have.
- When he **deposits** money, he **puts** it **into** the account. If he **takes** money **out** of his account, he **withdraws** it — or "makes a withdrawal."
- A **deposit slip** is a kind of **form** — a piece of paper with spaces for certain information.
- You **fill out** a form by writing information in the spaces.
- Paul uses a **passbook** at his bank, but some banks use a different system. They send customers a statement every month to tell them how much is in their account.
- A **teller** is a bank worker who helps people put money into their accounts and take it out.

Paul went to the bank.



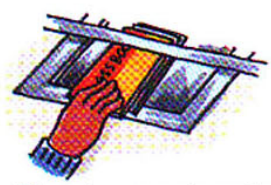
At a counter, he filled out a deposit slip.



He filled it out by writing his account number, the amounts of his cash and checks, and the total.

At the teller window...

...he endorsed the checks by signing them on the back.



Then he gave the teller his deposit.

She checked the amounts on the slip,...

Transaction	Amount	Balance
Carried forward		1221.64
Deposit	192.89	1414.53

...printed the amount of deposit in his passbook...

...and gave him back his passbook.

50 Using an ATM

Key Vocabulary

VERBS

ask
enter
give [gave]
insert
line up
need
press
return
take [took] out

NOUNS

amount
ATM
card
cash
cash card
key
keypad
machine
magnetic strip
message
money
PIN
purse
screen
slot
store

ADVERB

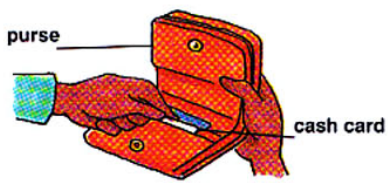
properly

For Special Attention

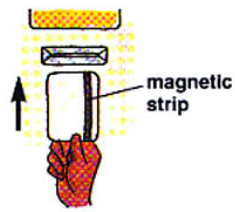
- An **ATM** is an **A**utomated **T**eller **M**achine. Another name for it is "cash machine."
- **Cash** is money in the form of notes and coins (not checks).
- A **PIN** is a **P**ersonal **I**dentification **N**umber.
- You **enter** a number by typing it into a machine or writing it on a form.
- **Insert something into** means "put something in." You insert something into an opening (a hole, a slot, etc.).

Kate needed money...

...so she went to an ATM in the store.

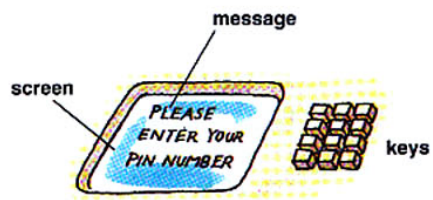


She took her cash card out of her purse.



She lined up the magnetic strip properly...

...and inserted the card into the slot on the ATM.



A message on the screen asked for her PIN...

...so she entered her PIN by pressing keys on the keypad.

Then she entered the amount of money she needed.

The machine returned her card...

...and gave her her money.

Using the Telephone 1

51 Making a Phone Call

Key Vocabulary

VERBS

answer
call
dial
hear [heard]
identify
look up
make [made]
pick up
ring [rang]
say [said]
say [said] hello

NOUNS

dial tone
number
phone
phone book
receiver

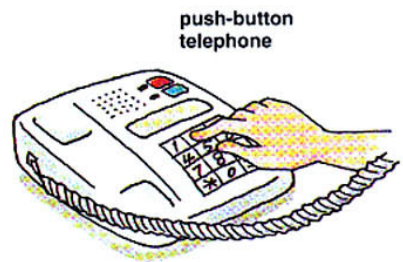
For Special Attention

- **Phone** is a short way of saying "telephone."
- **Receiver** means the part of the telephone that you put near your ear and mouth.
- Most modern telephones are push-button phones — you **dial** by pushing buttons.
- A **dial tone** is a sound that tells you the phone is ready to use. If you pick up the receiver and you don't hear one, the phone might be "dead"— not working.

Jenny looked up Kate's phone number in the phone book.

She picked up the receiver...

...and heard a dial tone.



Then she dialed the number.

She heard Kate's phone ringing.

When Kate answered...

...Jenny said hello and identified herself.

Then she said why she called.

52 Using the Telephone 2

Answering a Telephone

Key Vocabulary

VERBS

answer
apologize
ask for
hang [hung] up
hear [heard]
know [knew]
let [let]
pick up
ring [rang]
say [said] hello
speak [spoke]
talk
tell [told]

NOUNS

caller
person
phone
receiver
telephone
wrong number

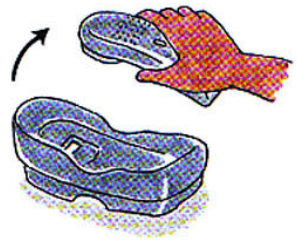
ADVERBIAL

for a while

For Special Attention

- To **let someone speak** you stay silent.
- The person who answers a phone usually speaks first.
- The **caller** usually says goodbye first.

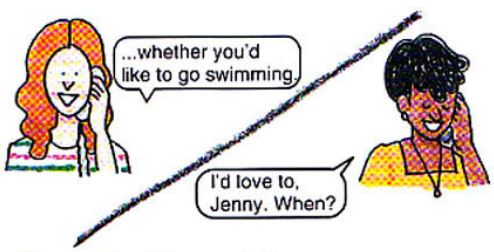
Kate heard the phone ringing...



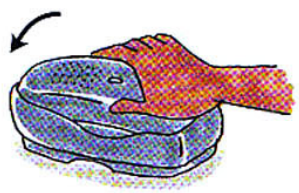
...and picked up the receiver.

She answered the phone by saying hello...

...and then let the caller speak.



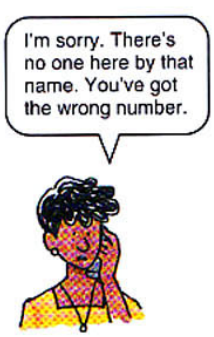
They talked for a while,...



...and then she hung up.

If It's a Wrong Number:

Kate didn't know the person the caller asked for.



She told him that he had a wrong number.

He apologized and hung up.

53 Using the Telephone 3

Leaving a Message

Key Vocabulary

VERBS

agree
ask
call
call back
identify
leave [left]
repeat
speak [spoke]
spell
take [took]

NOUNS

last name
message
name
number

OTHER

available (adj.)

For Special Attention

- Someone who is **available** is able to see you or speak with you. If he is **not** available, he may be somewhere else or too busy to speak to you.
- When you **leave** your message, you tell it to whoever is taking the message.
- To **repeat** something is to say it again.
- Alex Rivera's **first name** is "Alex." His **last name** is "Rivera." For most people of European descent, the last name is a family name. It is also called a "surname."

I asked to speak to Dan...

...but he wasn't available.

I identified myself and asked her to take a message.

She agreed and asked me to repeat my name.

I repeated it...

...and spelled my last name.

I also left my number...

...and asked that he call me back.

54 Using the Telephone 4

Taking a Message

Key Vocabulary

VERBS

answer
ask for
leave [left]
offer
return a call
take [took]
write [wrote]

NOUNS

caller
message
notepaper
phone

OTHERS

available (adj.)
later (adv.)

For Special Attention

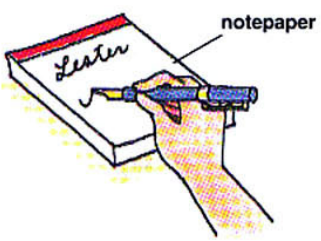
- Pam says "He can't come to the phone." This is a way of not giving too much information about Dan.
- The caller **left a message for** Dan **with** Pam.
- **Notepaper** is usually small, especially for taking short messages. Many sheets of notepaper joined together make up a notepad.
- If you **return a call**, you call back someone who left a message for you.
- Pam offered to take a message by saying, "Can I take a message?" Other ways to say this are: "Would you like to leave a message?" and "Is there any message?"

Pam answered the phone...

...and the caller asked for Dan.

She said he wasn't available and offered to take a message.

The caller left a message for Dan.



Pam wrote the message on some notepaper...

...and put it next to the phone.

Later, Dan got the message...

...and returned Lester's call.

55

Using the Telephone 5

Using an Answering Machine

Key Vocabulary

VERBS

call
erase
get [got] home
have [had]
hear [heard]
leave [left]
listen
press
play
record
see [saw]
show
take [took] notes
use

NOUNS

answering machine
button
light
machine
message
notes

ADJECTIVES

outgoing
own

For Special Attention

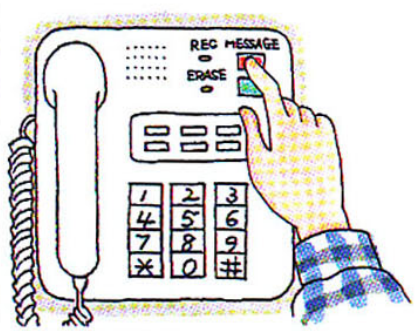
- When you **record** a message, you put it on a tape. When you **erase** a message, you take it off a tape.
- An **outgoing message** is what someone hears when a machine answers the phone.
- When there is a message recorded on the answering machine, the light shows you it is there to listen to.

Tom recorded an outgoing message on his machine.

When Jenny called, she heard the message...

...and left her own message for him.

When Tom got home, he saw a light showing that he had a message.



He pressed the button to play the message.

As he listened to it...

...he took some notes.

Then he erased the message.

56 Writing a Personal Letter

Key Vocabulary

VERBS

answer
apologize
ask
do [had been doing (past perfect progressive)]
re-read [re-read]
sign
take [took] out
write [wrote]

NOUNS

closing
date
friend
greeting
letter
paper
question
signature
top

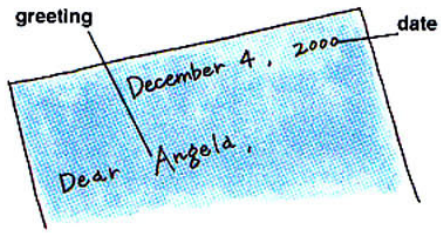
OTHERS

last (adj.)
personal (adj.)
soon (sooner) (adv.)

For Special Attention

- **Stationery** is paper especially for writing letters.
- When you **re-read** something, you read it again — not for the first time.
- What I **had been doing** means what I did during a period of time before I wrote the letter.
- A **personal letter** is a letter to a friend or relative. It is written differently from a business letter.
- The **greeting** in a letter usually starts with "Dear," e.g., "Dear Mom," "Dear Jim," etc.
- The **closing** of a letter comes just before your signature.

I took out some paper to write to my friend.



I wrote the date and a greeting at the top.

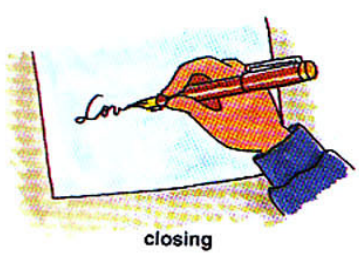
I apologized for not writing sooner...

...and I wrote about what I'd been doing.

As I wrote, I re-read her last letter to me.

I answered questions she had asked....

...and I asked her about herself.



Then I wrote a closing...

...and signed the letter.

57 Mailing a Letter

Key Vocabulary

VERBS

ask
buy
enclose
fold
go to
know
lick
mail
need
put in
seal
stand in line
stick
take
want
weigh
write

NOUNS

address
clerk
envelope
friend
letter
mailbox
middle
pictures
postage
post office
return address
scale
stamp
turn
window

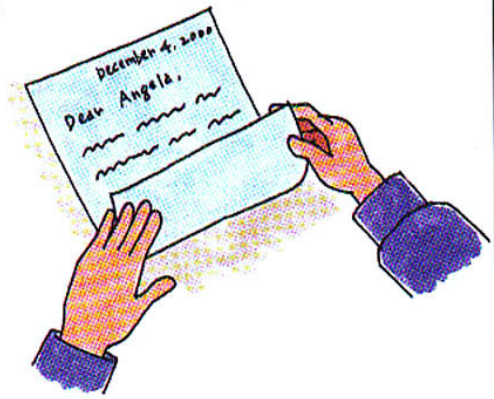
ADJECTIVES

enough
left
upper

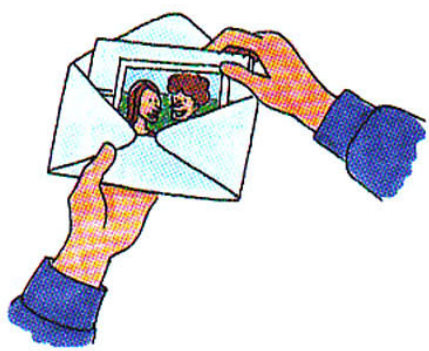
For Special Attention

- **Stand in line** — usually without "a" or "the." When you **stand in line,** you wait for your **turn** — your chance to be served.
- Many Americans **lick** stamps. In other cultures, people prefer to get the stamp wet by putting it on a wet sponge.
- When the clerk asks "regular or express?" he wants to know if the letter should be delivered fast. **Express** mail goes fast and costs more. **Regular** means "usual" or "normal."
- A **scale** is a machine for **weighing** things — finding out how heavy they are.

I enclose some pictures.

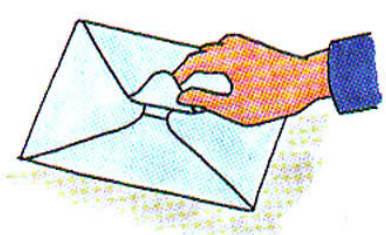


I fold up my letter...



...and put it in the envelope with the pictures.

I write my friend's address in the middle of the envelope and my return address at the upper left.



I seal the envelope.

I don't know how much postage I need. So, I take the letter to the post office.

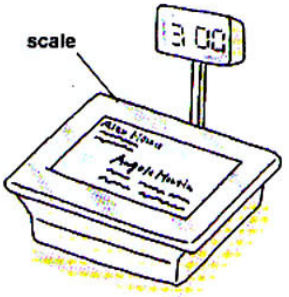
I stand in line.

When it's my turn...

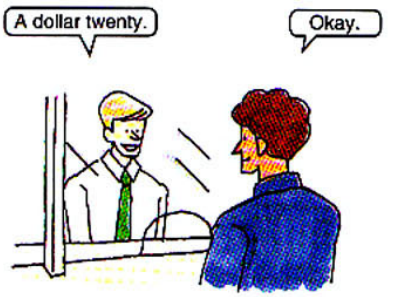
...I go to the window.

I ask the clerk how much postage I need.

He asks me how I want the letter to go...

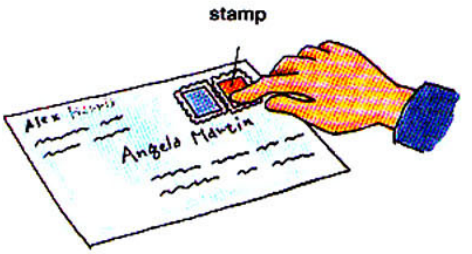


...and weighs the letter.



I buy enough stamps for the postage.

I lick the stamps...



...and stick them on the envelope.

I put the letter in the mailbox.

58 Going to a Birthday Party

Key Vocabulary

VERBS

blow out
eat
give
go to
light
open
sign
sing
wrap

NOUNS

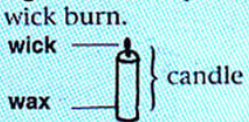
birthday party
cake
candle
card
friend
ice cream
match
present
wrapping paper

ADJECTIVE

happy

For Special Attention

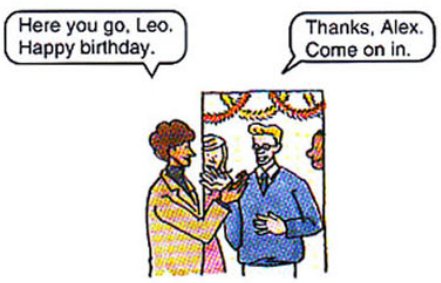
- A **present** is a gift for a special occasion (a birthday, Christmas, etc.)
- You **wrap** a present in wrapping paper.
- You **open** a present by taking off the wrapping paper.
- You **light** a candle by making the wick burn.



- When you **blow out** a candle, the fire stops burning.

Before the party, I wrap a present for my friend...

...and sign a card for him.



At the party, I give him the present and the card.

Someone lights the candles on the birthday cake.

We all sing "Happy Birthday"...

...and Leo blows out the candles.

He opens his birthday presents...

...and then everyone eats cake and ice cream.

59 Going to a Dinner Party

Key Vocabulary

VERBS

bring
give
greet
go to
have
introduce
know
make
say goodnight
say hello
shake hands
thank

NOUNS

bottle
dinner party
door
end
evening
guest
host
people
small talk
snack
wine

For Special Attention

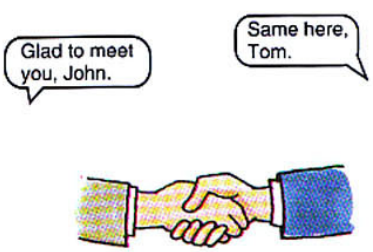
- It's polite in America for a guest at an adult party to bring a bottle of wine. It's also polite for a host to say that the gift is unnecessary.
- **Small talk** is talk about some unimportant topic like the weather or sports. You "**make** small talk" and "**make** conversation."
- The **evening** is the time from about sundown until about midnight.

Dan (the host) greets Tom and Jenny (the guests) at the door.

They give him a bottle of wine they brought.

Inside, they say hello to some people they know.

Dan introduces them to some people.



They shake hands...

...and make some small talk.

They have their dinner.

At the end of the evening, the guests say goodnight and thank Dan.

60 Going to a Movie

Key Vocabulary

VERBS

buy [bought]
find [found] out
give [gave] back
go [went] to
see [saw]
show
tear [tore]
watch

NOUNS

box office
coming attractions
credits
end
feature
movie
popcorn
preview
seat
snack counter
stub
ticket
ticket-taker

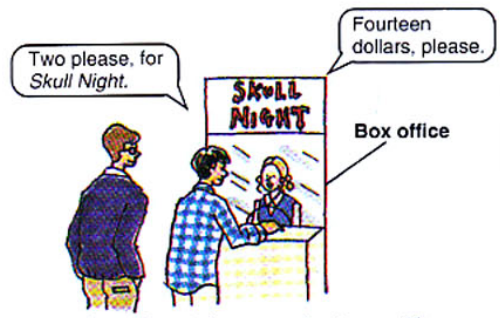
ADJECTIVE

main

For Special Attention

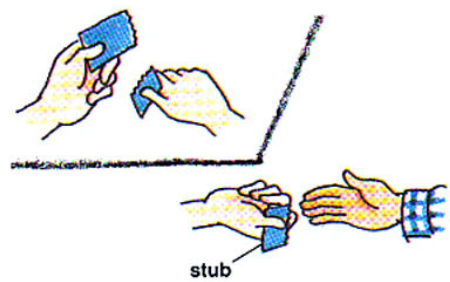
- **Coming attractions** are movies that will soon be shown.
- **The movie is showing** means "the movie is being shown."
- The **box office** is the place where tickets to movies are sold. It can also be called a "ticket window."
- A **stub** is a small piece. A ticket stub is a piece torn off a ticket.
- If you see a **preview**, you will see a small part of something you can see completely later.
- The **main feature** is the movie you have come to see.
- **Credits** tell who worked on the movie.

We found out where and when the movie was showing.



We bought tickets at the box office...

...and some popcorn at the snack counter.

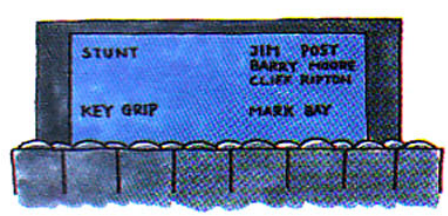


The ticket-taker tore our tickets and gave us back the stubs.

We went to our seats.

We watched previews of coming attractions.

Then we saw the main feature.



At the end, we watched the credits.

61 Eating at a Fast Food Restaurant

Key Vocabulary

VERBS

eat [ate]
finish
get [got]
order
pay [paid]
put [put] on
read [read]
stand [stood] in line
take [took]
throw [threw]

NOUNS

clerk
counter
dispenser
drink
fast food
food
lunch
menu
napkin
paper
restaurant
straw
table
trash
tray
wrapper

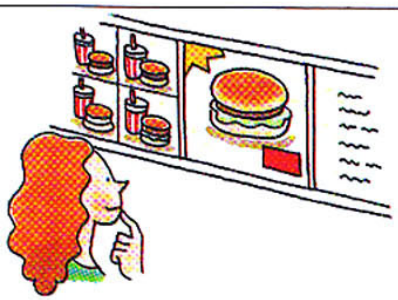
ADJECTIVES

empty
other

For Special Attention

- In a fast-food restaurant, the **menu** is usually on a large board on the wall.
- Jenny orders her food "**for here.**" That means she will eat it in the restaurant.
- People who get their food **to go** will eat it outside the restaurant. You can also say "to take away" or "to take out."
- **Wrappers** are paper or boxes that go around the food to keep it fresh until it's eaten.

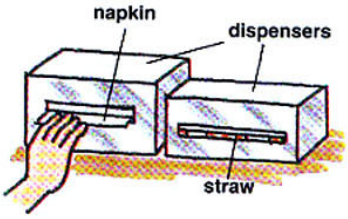
Jenny stood in line...



...and read the menu.

At the counter, she ordered her food and a drink.

The clerk put the food on Jenny's tray, and Jenny paid her.



Jenny took some paper napkins and a straw from the dispensers.

She ate her lunch at her table.

Other people got their food to go.

When she finished eating, she threw the empty wrappers in the trash.

Appendix on American and Metric Measurements

	American	Metric
Weight	1 pound [1 lb.] (16 ounces)	0.45 kilogram (kg)
	1 ounce [1 oz.]	28.35 grams (g)
Distance	1 mile [1 mi.] (5280 feet)	1.609 kilometers (km)
	1 yard [1 yd.] (3 feet)	0.914 meter (m)
	1 foot [1 ft.] (12 inches)	0.3048 meter (m)
	1 inch [1 in.]	2.54 centimeters (cm)
Volume /Capacity	1 gallon [1 gal.] (4 quarts)	3.785 liters (l)
	1 quart [1 qt.] (2 pints)	0.946 liter (l)
	1 pint [1 pt.] (2 cups)	0.473 liter (l)
	1 cup [1 c.] (8 fluid ounces)	236.6 milliliters (ml)
	1 fluid ounce [1 fl. oz.]	29.57 milliliters (ml)

Temperature

F = Fahrenheit C = Celsius

212°F	100°C
90°F	32°C
75°F	24°C
50°F	10°C
32°F	0°C
0°F	-18°C

US Money

One dollar = 100 cents

Amount	Other names for it
1000 dollars	a grand
1 dollar	a buck
50 cents	a half dollar, half a buck
25 cents	a quarter
10 cents	a dime
5 cents	a nickel
1 cent	a penny